



# ST JOSEPH'S COLLEGE GEELONG

135 Aphrasia Street, Newtown VICTORIA 3220 / Ph: 03 5226 8100  
Fax: 03 5221 6983 / Email: sjcoffice@sjc.vic.edu.au / ABN: 74 114 857 147

## ASSESSMENT AND REPORTING POLICY

### Purpose

Assessment and reporting practices will:

- reflect outcomes-based learning.
- reflect the aims of the curriculum.
- provide a rich and balanced record of student knowledge, skills and understandings.
- contribute to forming a positive learning environment.
- be linked closely to teaching and learning strategies agreed to in the Teaching and Learning Policy Statement.
- provide students with clear levels of achievement.
- utilise a variety of formats.
- be fair, just and truthful based on evidence of student work.

### Guidelines

#### Assessment

For each unit of work, the following guidelines are followed:

- Students are told at the start of each unit; what is involved; ways to approach the work; items to be assessed; criteria by which they will be judged.
- Standards are explained before task is done.
- Quality or achievement levels are only defined by and judged against standards.
- Students are continually assessed and so continual participation is required, resulting in more chance for meaningful learning to occur.
- A range of assessment types will be used where appropriate - tests, projects, oral reports, essays, practical work, checklists, profiles, etc.

#### Reporting of Units

Based on guidelines from the CEO and VCAA  
Reports indicate

- Achievement Against VELS Standards using the following descriptors

**A** –Well above the standard expected at this time of year

**B**-Above the standard expected at this time of year

**C**-At the standard expected at this time of year

**D**-Below the standard expected at this time of year

**E**-Well below the standard expected at this time of year

- Work habits
- What the student has achieved
- Areas for improvement/Future Learning
- Grading of Assessment Tasks
- Interim Reports which briefly indicate progress will be sent home at the end of term 1 and the end of Term 3.
- Full Unit Reports will be packaged and sent home at the end of