Rationale:
Timely, meaningful and comprehensive assessment of student performance against the Victorian Curriculum helps to maintain open communication, improve student learning outcomes, identify outstanding performance, as well as the direction of future leaning.

Aims:
- To implement consistent assessment processes throughout the school.
- To assess school and student performance accurately and comprehensively.
- To improve student learning by accurately determining current student performance, as well as areas of future need and development.

Implementation:
- Craigieburn Primary School is responsible for accurately assessing student achievement against the achievement standards detailed within the Victorian Curriculum.
- Teachers will implement the Craigieburn Primary School Assessment Schedule (See Appendix 1).
- Teachers will include a variety of assessment strategies in their teaching programs to provide multiple sources of information about student achievement. This will include a range of summative, formative and ongoing assessments, as well as teacher, self and peer assessment.
- Assessment strategies may include online interview and on demand assessment tools, tests, assignments, projects, portfolios, observations, discussions and involvement in state-wide standardised testing processes such as NAPLAN and school entry assessment tests.
- The school will develop a manageable system to collate student data.
- Teachers will use the student data collected to make judgements about and report on student achievement as detailed within the Victorian Curriculum.
- Teachers will participate in Year Level Team and Whole School moderation sessions, as well as professional development opportunities to ensure consistent judgements of student progress.
- The collection and analysis of assessment data will be used by Year Level Teams to identify the direction of future teaching and learning.
- Teachers and students will work together to develop individual student learning goals (Reading, Writing, Numeracy and Personal) which will then be reflected on by students.
- The achievements of students with disabilities will be assessed in the context of the Victorian Curriculum. Support programs will help develop individual student profiles containing learning goals for each student. Progress towards learning goals will be assessed and reported by the support program.

Students for whom English is an additional language will have their progress in English reported against the EAL achievement standards as detailed in the Victorian Curriculum.

Evaluation:
This policy will be reviewed as a part of the school’s cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in Aug 2016 and will be reviewed in 2018.
# Appendix 1:

## Craigieburn Primary School: Semester 1 (T2) Assessment Schedule 2016

### Reports

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4</td>
<td>Friday 6th May</td>
<td>Accelerate Website Open</td>
</tr>
<tr>
<td>Week 8</td>
<td>Friday 3rd June</td>
<td>Curriculum Day: Report Writing Day</td>
</tr>
<tr>
<td>Week 9</td>
<td>Monday 6th June</td>
<td>Report comments Due to David/Pam/Jim</td>
</tr>
<tr>
<td>Week 10</td>
<td>Tuesday 14th June</td>
<td>Reports handed back to staff for any modifications</td>
</tr>
<tr>
<td>Week 10</td>
<td>Wednesday 15th June</td>
<td>Continuums &amp; Moderation Documents Completed &amp; On Server</td>
</tr>
<tr>
<td>Week 11</td>
<td>Monday 20th June</td>
<td>Reports go home</td>
</tr>
<tr>
<td>Week 11</td>
<td>Wednesday 22nd June</td>
<td>Parent Teacher Interviews</td>
</tr>
</tbody>
</table>

### Moderation

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TASK</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| Week 5 | Wednesday 11th May | Number – In Teams | Meet in Team Leader’s room, bring:  
- Completed moderation document  
- Detailed essential numeracy tests  
- Rich Assessment Task Samples |
| Week 4 | Monday 16th May | Writing – In Teams | Meet in Team Leader’s room, bring:  
- Completed moderation document  
- Student writing work samples – with tentative progression point |
| Week 4 | Wednesday 18th May | Writing – F-6 Moderation | Meet in Host Room & bring:  
- Student writing work samples – with tentative progression point |
| Week 7 | Monday 23rd May | Reading – In Teams | Meet in Team Leader’s room, bring:  
- Completed moderation document  
- Anecdotal records of reading behaviour  
- Benchmark /PROBE test with comprehension questions completed |

## Craigieburn Primary School: Semester 1 (T2) Assessment Schedule 2016

### Years 3 - 6

<table>
<thead>
<tr>
<th>IMPLEMENTATION</th>
<th>TASK</th>
<th>DIE/ACCOUNTABILITY</th>
</tr>
</thead>
</table>
| Weeks 3 & 4 | NUMERACY  
- Essential Numeracy Tests  
- Applied Pro-Tasks  
- Rich Assessment Task: Grade 3/4 Task and Grade 5/6 Task (E.B.D.)  
ON DEMAND TESTING NUMBER (2.5+ ONLY)  
NOTE: ON DEMAND TESTING SHOULD BE CONDUCTED AFTER ALL OTHER NUMERACY ASSESSMENT IS COMPLETED | Week 5 (Team Moderation 11/5/16) - Record on moderation document, including tentative progression point |
| Week 5 | NAPLAN (10/5/16 - 12/5/16) |  
- Tasks 3 and 5  
NOTE: ON DEMAND TESTING SHOULD BE CONDUCTED AFTER ALL OTHER TESTING IS COMPLETED |
| Week 6 | WRITING  
- Writing Samples for Moderation: Expository or Persuasive (with tentative progression point) - Dependant on NAPLAN genre  
- Spelling Most Used Words Test: STOP testing when students get less than 95% accuracy  
ON DEMAND TESTING: WRITING AND SPELLING (2.5+ ONLY)  
NOTE: ON DEMAND TESTING SHOULD BE CONDUCTED AFTER ALL OTHER WRITING ASSESSMENT IS COMPLETED | Week 6 (Team Moderation 16/5/16) - Record on reading sample tentative progression point |
| Weeks 5 & 6 | READING  
- Benchmark Test: Running Record completed with comprehension questions (below level 2) x 2 ONLY  
- PROBE test: completed for Level 25+ students  
- CARS Final Review (Score out of 60 (NOTE: Book D – 36)  
ON DEMAND TESTING: READING (2.5+ ONLY)  
NOTE: ON DEMAND TESTING SHOULD BE CONDUCTED AFTER ALL OTHER READING ASSESSMENT IS COMPLETED | Week 7 (Team Moderation 23/5/16) - Record on reading moderation document, including tentative progression point |
| Week 7 | NUMERACY  
ON DEMAND TESTING: APPLIED (2.5+ ONLY) | Week 7 (10/5/16) - Record on applied numeracy moderation document, including tentative progression point |
| ONGOING | Learning Goals: Student/Teacher to complete reflection on goals | END ON ACCELERATE - End of Week 10 (14/5/16)  
| ONGOING | Moderation Documents and Continuums | Week 9 (10/5/16) - Put on server and email to David for FSD |