

*Early Assessments
and Reports Policy*



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Early Assessments and Reports Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Early Assessments and Reports Policy <i>Please note that this Policy excludes Assessments conducted under the auspices of the VCAA and ACARA</i>
AUTHORS:	M. Brewer; C. Wansbrough
ACKNOWLEDGEMENTS:	
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	Assessment and Reporting Policy Educational Reporting Protocols

KEY DATES

ISSUE DATE:	September 2016
REVIEW DATE:	2019



1. RATIONALE

St Andrews Christian College has set student times for reporting periods. We recognise the importance of gathering sufficient, valid data that is analysed and included in comprehensive student written reports and have formulated a process that allows for specific times for collection and compilation of this data. At times and for various reasons, parents request student written reports outside of these reporting periods. In responding to these requests, the College recognises that in order to maintain the integrity of the student written report, certain considerations need to be applied.

2. DEFINITIONS

Formal Reports

'Formal reports' refers to comprehensive written student reports. These are usually delivered to parents during the last week of Terms 2 and 4.

Interim Reports

These reports are a summary report of students' progress and are usually distributed one week before the Parent Teacher Interview dates. These reports are issued to parents of students in Year 9 to 12. They are also referred to as 'Mid-semester reports'.

Early Reports

'Early reports' refers to formal reports that parents request before the due date of distribution.

VCAA

The Victorian Curriculum and Assessment Authority **does not wish to create a precedent of parents expecting that teachers will provide early or late assessments and / or report documents for students whose parents choose not to have them at school for the prescribed assessment periods. Such an expectation could become a huge challenge for the staff. Further, the early release of assessment items is a potential danger to the integrity of the College assessment processes.**

Special Circumstances

'Special circumstances' may arise from family crisis situations, serious health issues, etc. which may lead to parents making such a request for an early report. Such issues should be referred to the Principal.

3. IMPLEMENTATION

Parents are discouraged from taking family holidays during the normal term times. Alternative formal assessments will not usually be provided in this situation.

The College recognises that from time to time parents may make a request for an early report under special circumstance. These requests are to be made in writing to the Principal or Head of Section.

4. TEACHER'S RESPONSE TO A REQUEST

With these concerns in mind, the College response to parents who request the provision of assessments or report documents outside of the prescribed time should be as follows:

The Principal has instructed me that College policy does not provide for students to do assessments or to receive report documents outside of the prescribed assessment and reporting periods. The school can bear no responsibility for assessments for students who are not present during assessment periods and cannot be expected to produce reports earlier than the designated reporting dates.

Then either:



I cannot, therefore, guarantee that your child will be able to do assessments in his / her subjects at the time you have requested them. Depending on circumstances, however, we may be able to accommodate some of the exams at the time you request. We will inform of our ability closer to the time.

or:

I regret, therefore that we cannot accommodate your request for your son / daughter to do assessments or receive report documentation at the time you request.

The decision of whether to accommodate parent requests of this nature will be at the discretion of the appropriate School Section Head in consultation (as necessary) with the Principal.

5. ASSESSMENT AND REPORTING WHEN EXAMS ARE MISSED THROUGH THIS KIND OF ABSENCE

Note: VCAA has rules concerning missed assessments, so the following provisions do not apply to VCE assessments and exams. Please check with the Head of Senior School for specific instructions.

If a student misses an exam or assessment item because parents have chosen to take leave of absence during exam or assessment periods, the teacher has two options re the affected assessment and reporting:

- **Notional Assessment**
Assess the subject without the exam and using the other assessment information that may have already been collected. In most cases, the final assessment mark is reported as 'notional'; i.e. this is the assessment mark that is predicted if the student had completed the missed item.
- **Not Assessed**
If the missed assessment item or exam was so crucial to the final overall result, the particular assessment task can be marked as N/A.