

# ST JOSEPH'S SCHOOL TIMARU ASSESSMENT & EVALUATION PROCEDURE 2019



*Assessment for the purpose of improving student learning is best understood as an ongoing process that arises out of the interaction between teaching and learning. It involves the focused and timely gathering, analysis, interpretation and use of information that provides evidence of student progress*

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Assessment is a process that collects and evaluates evidence in order to improve teaching and learning through the evaluation of both programme and student progress. Good quality assessment practice is essential for the provision of quality, needs based programmes of work; it also provides evidence of student learning and progress, and informs teaching as inquiry.

## **PURPOSE**

Effective assessment –

- guides students
- involves students
- informs teaching and learning
- is planned and communicated
- is suited to purpose
- is valid and fair.

For the student it –

- provides information for learning
- demonstrates progress and achievement
- motivates learning
- supports their growth mind-set.

For the teacher it –

- identifies the knowledge and skills students already have
- monitors student progress to indicate next-step learning and identifies areas for development and extension
- provides feedback to allow modification of the teaching programme to ensure effectiveness.
- identifies the focus for the spiral of inquiry.

For the school community it –

- enables accurate reporting to board, parents and students
- provides information within the school and between schools
- enables the evaluation and review of teaching and learning programmes.

**GUIDELINES**

- Assessment procedures must be manageable for teachers, non-intrusive for students, and focused on promoting learning.
- Individual student data will be recorded using EDGE, and shared in learning conference plans and in student work shared with home.
- All teachers will regularly record programme and assessment information.
- Students’ authentic classroom learning from one curriculum area (foundation skills) will be sent home per month. The learning sample will be explained. Parents will be invited and encouraged to respond.

25 Mar	13 May	4 June	24 June	5 Aug	26 Aug	16 Sept	Nov
Wk 9	Wk 3	Wk 6	Wk 9	Wk 3	Wk 6	Wk 9	
RE	Literacy	Maths	RE	Literacy	Maths	RE	Testing Time

Reporting to Parents Year

Term 1 Week 2-3 Parent Information Sharing

Term 2 Week 9 Learning Conferences with Progress Summary

Term 4 Week 9 Written Report

School-Wide Reporting

The Principal is responsible for the collection of and reporting about school-wide data to the Board of Trustees.

RE, Literacy and Numeracy will be reported every year.

Other curriculum areas are reported on as per the school’s organisational plan.

The report to the community will reflect

- school strengths and identified areas for improvement
- the basis for identifying areas for improvement
- planned actions for lifting achievement
- how students are progressing against the New Zealand Curriculum levels.

### **CONCLUSION**

Assessment is part of the on-going programme of self-review. Its major focus must always be the improvement of teaching and learning.

Reviewed:

November 2018

**Resource Manager**  
Learning Leaders

Next Review Date:

Annually