

# Sacred Heart Primary School

## Assessment and Reporting Procedures



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



Sacred Heart  
Primary School

Sacred Heart Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

**This section sets out the steps that are taken at Sacred Heart Primary School to adhere to the rules of the policy and achieve the policy purpose.**

1. Methods used to assess student learning progress and achievement
  - 1.1. Formative assessment
  - 1.2. Summative assessment
  - 1.3. Students with additional learning needs
2. Process for developing assessment tasks
3. Cycle of review of assessment practices and processes
  - 3.1. Student data
  - 3.2. Identification of data
  - 3.3. Collection of data – cycle, methods, storage, dissemination
  - 3.4. Analysis of data
  - 3.5. Interpretation of data
  - 3.6. Use of data to inform teaching and assessment practices
4. Reporting practices
  - 4.1. Formative assessment
  - 4.2. Summative assessment
  - 4.3. Written reports
  - 4.4. Student/teacher/parent conferences
  - 4.5. Students with additional learning needs
  - 4.6. Students with additional needs
5. Personalised Learning Plans
  - 5.1. NCCD data
  - 5.2. Participation in national testing programs such as NAPLAN, PISA
6. Senior secondary assessment and reporting policies, procedures and practices