

POLICIES AND PROCEDURES

Policy Name	Assessment Policy
Constructed /Reviewed by:	Executive
Review:	Last Review: 2005, 2008, 2010, 2012, 2015, 2017, 2020, 2023, 2025 Next Review: May 2027

Statement of Context

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning. Appropriate assessment and feedback to parents is provided at all levels from ELC through to Year 12 at Yarra Valley Grammar. Assessment is integral to course design and is structured to cater for the individual differences of students as well as complying with government requirements, which at Secondary level includes VCE and VET courses.

Reference Points / Background Papers

www.vcaa.vic.edu.au (VCAA)

www.acara.edu.au (ACARA)

Department of Education Schools Policy and Advisory Guide

Aim

To provide guidelines for offering a range of assessment procedures which are reliable and valid.

Policy details

The assessment methods used at Yarra Valley Grammar:

- Are aimed at improving student performance
- Allow the School to make accurate judgements about students' learning against goals and standards
- Relate to the outcomes in course documentation
- Cater for a range of abilities and ways of learning
- Allow students to demonstrate their knowledge in a variety of ways
- Ensure the School is able to understand and identify individual needs
- Enable students to understand the learning process and develop the ability to self-monitor
- Enable the School to evaluate the effectiveness of Learning and Teaching programs
- Provide constructive, accurate and timely feedback to students
- Are compliant with the Federal Government requirements for a minimum five-point scale

Implications for Practice

Curriculum teams attempt to develop assessment policies and procedures that:

- Provide students with opportunities to involve themselves and their peers in their own assessment
- Allow students to demonstrate their knowledge through a range of assessment processes such as written work, orals, group work, IT platforms, portfolios, etc.
- Include open-ended tasks that provide appropriate challenges for all students

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A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION – ELC TO YEAR 12

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- Indicate to students the outcomes that will be assessed, when and why
- Ensure validity, reliability and consistency of judgements between teachers by cross marking
- Provide timely and informative feedback to students with all internal assessment feedback being released within two weeks. It is noted that assessment requiring external cross marking may take longer
- Utilise clearly stated criteria and / or assessment rubrics related to documented outcomes
- Ensure staff maintain accurate records that are securely stored
- Increasingly reflect the assessment practices of VCE and VET

Other Considerations

Assessment procedures should be aligned with requirements of the Australian Curriculum, noting reference to the Victorian Curriculum may be beneficial.

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