

ST JOSEPH'S SCHOOL TIMARU ASSESSMENT & EVALUATION PROCEDURE 2023



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

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 delivery 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 professional growth cycle.

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 the student management system, 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 posted on HERO home regularly. The learning sample will be linked to their goals. Parents will be invited and encouraged to respond.

Term 1 Posts linked to student goals			Term 2 Posts linked to student goals			Term 3 Posts linked to student goals			Term 4
Week 3	Week 6	Week 9	Week 3	Week 6	Week 9	Week 3	Week 6	Week 9	Summative assessment
Goal Setting	RE	Literacy (writing)	Maths	RE	Literacy (reading)	Maths	Literacy (writing)	literacy (reading)	

Reporting to Parents

- Term 1 Week 5 Parent Information Goal Setting (new parents)
- 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.

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 2022

Resource Manager
Learning Leaders

Next Review Date: Annually