

HHA Assessment and Reporting Policy

Purpose

This policy describes how assessment and reporting of student learning will be conducted at Hester Hornbrook Academy (HHA).

Scope

HHA recognises the human rights of all people to seek equal access to education, offers equal opportunity to all people who seek to enrol in the school, and does not discriminate against any person under any circumstances.

Policy

- HHA aims to support all students in achieving their own individual learning and wellbeing goals.
 - HHA will do this by supporting students to complete their desired qualifications and transition successfully into further education or employment.
 - All HHA assessment and reporting procedures will be focussed on achieving this aim.
- All assessments will utilise the methods outlined in the HHA Student Learning & Wellbeing Strategy and be informed by relevant VCAA requirements.
 - The conduct of assessments, including assessment criteria and practices, will be consistent and fair across all HHA classrooms, as outlined in the HHA Student Learning & Wellbeing Strategy.
- HHA will ensure that it adheres to all VCAA guidelines related to senior secondary assessment, administration of records and monitoring and analysis of results to meet the requirements of a senior secondary standard.
- HHA Educators are responsible for keeping up to date student records relating to VCAL progress. Standardised templates are provided for collating data and VASS records are updated at regular intervals throughout the school year.
- The Assistant Principal is responsible for reviewing students VCAL completion data and applying decisions regarding the delay of satisfactory completion where appropriate. Students enrolled in HHA may compete a level of VCAL over an extended period where barriers to participation and engagement prevent this occurring in a discrete calendar year.
- De-identified student completion and participation results will be made available to the public annually in the Hester Hornbrook Academy Annual Report. The annual report is published on the schools website.
- Tracking of student pathways in terms of employment and further training upon exiting HHA is administered through the HHA Alumni program.

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- Students will receive two formal school academic reports from HHA every year.
 - Reports will be provided to parents/guardians/carers of students under 18 years of age.
 - Students 18 years of age or older or who are deemed to be mature minors under the HHA Mature Minors Policy will be provided with reports directly.
 - Reports will be issued at the end of each semester.
 - Reports will be in a readily understandable and accessible format.
 - Reports will clearly outline how the student is progressing towards their current qualification or year level learning outcomes.
 - Reports will contain information on student's academic and non-academic learning, including attendance data.
 - Academic results will be based on transparent and accurate assessments, according to the Hester Hornbrook Academy Student Learning & Wellbeing Strategy and informed by relevant VCAA and VET requirements.
- Following the issuing of reports, students and parents/guardians/carers will have the opportunity to meet with HHA staff to discuss all aspects of the report.
- Any contact that HHA makes with a parent/guardian/carer under this policy will adhere to the HHA Communications Policy.
- HHA recognises that some students may have a strained relationship with their parent/guardian/carer. HHA will take all reasonable care to ensure that communication does not adversely affect the relationship between a student and their parent/guardian/carer.

Accountability

HHA Philosophy
 HHA Student Learning and Wellbeing Strategy
 HHA Student Welfare Policy
 HHA Mature Minors Policy
 HHA Privacy Policy
 HHA Student Records Procedure
 HHA VCAL_VET Handbook
 HHA Child Safe Policy
 HHA Enrolment Handbook
 HHA Student Reporting Style Guide
 HHA Communications Policy

Legislative context

Education and Training Reform Act 2006 (Vic)

Australian Education Act 2013 (Cth)

Definitions

The following definitions apply to this document:

VCAL Victorian Certificate of Applied Learning

VCAA Victorian Curriculum and Assessment Authority

VET Vocational Education and Training

Next Review Date	January 2022	
Version Number	Version Date	Changes from Previous Version
1	21 June 2016	Original version.
2	January 2019	Reviewed and approved
3	July 2019	Reviewed and updated