Holy Spirit Community School

Assessment and Reporting Procedures

Holy Spirit Community School (Holy Spirit) 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 Holy Spirit to adhere to the Assessment and Reporting Policy.

Holy Spirit Assessment and Reporting Procedures

	School procedures
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 and assessment practices**	
3.1 Student data	
3.2 Identification of data	
3.3 Collection of data (cycle, methods, storage)	
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	
5. **Students with additional learning needs**	

	5.1 Personalised Learning Plans	
	5.2 NCCD data	
6.	**Participation in national testing programs such as NAPLAN, PISA**	
7.	**Senior secondary assessment and reporting policies, procedures and practices**	