

Assessment Policy

Rationale

Greymouth High School will have assessment methods that are fair, reliable, consistent and valid. These methods will assist learning and teaching through gathering of evidence to provide feedback and feed forward to both teachers and students and to measure identifiable learning outcomes.

Guidelines

1. Assessment methods used can be formative, summative or diagnostic and may include self-assessment. They are essential as a pre-requisite to life-long learning.
2. All assessment formative assessment is used to inform the learning process through feedback and feed forward.
3. To be effective, assessment events should be linked to curriculum aims, learning intentions and achievement objectives. Success criteria should be communicated to students for all assessment events.
4. Assessment methods should involve a variety of techniques.
5. Assessment should be accessible and transparent to students and students should be encouraged to value assessment procedures.
6. Information and evidence gathered through assessment activities will inform the reporting process.
7. Each Department and/or Learning Area will have Assessment Procedures for all of their learning programmes which will include specifics relevant to that Department and/or Learning Area.
8. Staff training in assessment matters is essential and will be on-going.
9. Assessment and National Qualifications Framework Procedures will be reviewed annually in consultation with Curriculum Area Leaders Forum and Senior Leadership Team.

Signed

_____ **Chairperson**
_____ **Date**
_____ **Review Date**

Assessment Policy Procedures

1. Moderation is an essential element of all assessment which contributes to reports and awards.
2. Students will be provided with clear statements of the learning outcomes of their courses.
3. Timing of assessments and reassessments must be planned to consider the students' commitments in other programmes.
4. Students must be made aware of the support available to them to assist with assessment related stress.
5. Staff will contact parents of Year 11, 12 and 13 students to advise of any assessment that is not completed. Non-compliance letters will be sent twice a year.
6. Staff will follow the established guidelines on plagiarism.
7. Assessment information must be gathered in Departments and/or Learning Areas in such a way that it is possible to extract information about the achievement and progress of individual students, classes, levels, gender and ethnic group and provide comparisons from year to year.
8. Assessment information relevant to students must be provided in writing at the beginning of each year.
9. A copy of this policy should be included in the Staff Manual. In addition each Department and/or Learning Area should keep a copy on file.
10. Teachers will keep accurate records of assessments and attendance for all classes at all levels.