



Timaru Christian School Procedures

C2 - Assessment

Teachers record assessment information in:

- Student manila folders
- Google Drive
- their own individual record systems
- Individual Education Plans where appropriate
- the school's student management system, where appropriate
- reports and reviews to board of trustees.

Teachers obtain student achievement information with a range of assessment practices, including:

- informal assessment
- observations
- conferencing
- self assessment
- peer assessment
- portfolios
- exemplars
- testing.

Teacher planning includes an Assessment Focus outlining which indicators (derived from the Achievement Objectives) will be assessed.

Assessment results are given to the DP/Principal throughout the year to assist with evaluating the effectiveness of teaching and learning programmes and to assist with setting school targets and allocating resources.

Assessment results are used to assist with identifying students who require extension or remedial assistance at the beginning of each term, in consultation with the SENCO coordinator.



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Feedback to Students - Monitoring and Marking

Marking should be positive, clear and appropriate. Its purpose is to:

- recognise, encourage, and reward students' effort and achievement, and celebrate success
- focus students on achieving learning intentions and setting future goals by indicating 'next steps'
- identify students who need additional support, consolidation, or extension activities
- provide evidence of assessments made in terms of learning intentions and levels achieved.

Student Files

Teachers keep a manila folder for each child with information relevant to their current (and recent) learning. It is passed on to the next teacher or school, when the student leaves their class, along with a student transfer form when appropriate.

Contents:

- Last two written school reports
- IEPs, if relevant
- Details of any RTLB (Resource Teacher of Learning and Behaviour), Specialist Teachers, Learning Support, Pediatrician etc notes
- Latest running record
- Latest spelling test (essential spelling test until it is completed)
- Latest Numpa or Gloss assessment
- Information that is relevant and important for the next teacher to know



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Date of last review: Term 3, 2018
Date of next review: Term 3, 2021

Signed _____