

ASSESSMENT AND EVALUATION RECORDS

INDIVIDUAL FILES

Each pupil will on enrolment in the school be provided with an “Individual Folder This folder will build up to contain the following documents:

1. A copy of the enrolment form.
2. Most recent Running record or I.P.I
3. Copy of Student’s Annual report.

A “Confidential” book is available in Principals Office on shelf if extra notes are needed. This recording may be required if aspects of a special/unusual nature are evidenced. Date and initial entries.

TEAM REPORT

In June and again in December each team leader with members of their team will prepare a report on specified curriculum area of their choice. Be mindful of the need to have a balanced coverage of curriculum areas”.

A copy of this report will be presented to the Board of Trustees and filed by Principal sa ongoing evidence /accountability.

SCHOOL-WIDE ANNUAL ASSESSMENT

- The Assessment & Evaluation Overview provides a time frame and framework for assessment tasks. Issued annually.
- School wide assessment data is entered onto the E-tap website at the beginning and the end of the year so that a comparison of student achievement can be made. Some entries at mid-year also as advised by Curriculum Leaders.
- Barriers to Achievement are also entered on to the E-tap website in early March. These must be discussed at team meetings and reviewed regularly by Team Leaders and Senior Management.
- Student ePortfolio requirements are also shown in the Overview.

ePORTFOLIOS

ePortfolios are available to parents from March/April each year. This allows parents to regularly overview their childs work and achievement. Students are encouraged to self-assess their work and with teacher support set goals to improve achievement. ePortfolios are a large part of the basis for the 3-Way Conferences (i.e. Parent / Student / Teacher) held twice a year. Key Competencies are a paramount area for development, assessment, discussion and achievement.

ANECDOTAL NOTES / RECORDS

The need arises from time to time to record information (e.g. test results) in one place for comparative purposes, ease of access. A “Blue Roll/Assessment Book” is used for this purpose.

PURPOSE OF e-PORTFOLIO'S

To share and celebrate evidence based student achievement and the nurturing of first language with parents on a regular and on-going basis

- Students will use ePortfolio to display individual learning
- Professional Development will be provided for teachers when needed

CRITERIA

- Each student will have their own individual ePortfolios to display their learning.
- Content must reflect integrated curriculum learning
- Teacher will be administrators of the eportfolio for the duration of the students enrolment at Finlayson Park School
- Ensure there is a page for:
 - Goals – on-going learning will be visible – My Self / My Learning

NB – Remember we have 7 essential learning areas, 5 key competencies and 5 school values. Our e-portfolio can be the place to highlight these

APPENDIX 1-ASSESSMENT TOOLS

- 5.1 Testing (SEA/A.K.A/ Samoan/Tongan)
- Running Records
- 6yr Net
- Informal Prose Inventories
- PM Benchmarks
- E.S.O.L. assessment
- Maths diagnostic tests – GLOSS/JAM
- Observations
- Daily/anecdotal recording
- Checklists informal
- Conferencing
- Reports – end of year, Team
- Achievement Record – on going summative
- Transition to College – Year 8
- 3 Way Conferences
- Weekly and Long Term Plan evaluations
- Student ePortfolios – Samples, Evaluations, goals etc.
- Special Needs- Individual Educational Programmes

- Support Services (SLT/R.T.L.B./ R.T.Lit. etc.)
- Standardised tests e.g. Burt spelling
- Teacher/Teacher communication
- Informal weekly tests e.g. Spelling
- Self assessment and evaluation
- Peer evaluation

Also available

- Assessment Resource Banks for English, Maths and Science (www.n/ceer.org.nz) User name: arb Password: guide
- AssTLE website for Maths, Reading and Writing.
- Reference to Curriculum Exemplars