

MAHANA SCHOOL PROCEDURE

ASSESSMENT AND EVALUATION OF LEARNING

Rationale

- To provide a complete picture of what a child can do and what needs are evident
- Teach programmes that meet individual, group and general needs
- Effective evaluation will lead to enhancement of learning and teaching
- Inform students, families, and Ministry of Education about progress and achievement in relation to National Standards

Procedure

- Teachers will collect data through
 - Day to day observations
 - Running records
 - Unit assessment and evaluation sheet
 - In class testing
 - Parent comments
 - Discussion with other teachers
 - Results of specialist visits
 - Pupil conferencing
 - Self and peer assessment
- Overall Teacher Judgements
 - OTJs are formed collaboratively with other teachers based on their professional judgement using the above data.
 - OTJs inform all National Standards outcomes.
- Methods of assessment should be non-threatening to the child. Feed-forward and feedback should be positive and set goals for future learning.
- Information regarding pupil progress will be shared with parents twice yearly by way of written reports and parent-teacher-student conferences.
- Special meetings may be arranged at the request of teachers or parents when required.
- On departure from Mahana School, relevant information will be despatched on request to the student's new school.

Adopted: 02/12/92

Reviewed: 10/09/96

Reviewed: 26/09/00

Reviewed: 31/03/04

Reviewed: 28/07/06

Reviewed: 15/08/12