JUBILEE TEACHING & LEARNING PROCEDURES:

ASSESSMENT PORTFOLIO PROCEDURE

Purpose:

The Assessment Portfolio will provide an aggregated record of authentic assessment and learning for students over a one year period. The Assessment Portfolio Folder forms part of the storage for this record. Other authentic demonstrations of learning will obviously not “fit” into a folder, but will still form part of the record (eg a box made to design specifications for a Maths investigation).

The Portfolio will be used by teachers to monitor learning and to inform the reporting process to parents. The Assessment Portfolio will be sent home temporarily at the end of Semester One and then be presented to the students / parents at the culmination of the year as a record of learning for that year.

Choice of Contents:

Assessment and assessment instruments must:
• be purposeful
• focus on students’ demonstrations of learning
• assess what they are intended to assess
• be an integral part of the teaching and learning process
• provide opportunities for students to take responsibility for their own learning and monitor their own progress
• reflect principles of equity.

Guidelines for Contents:

1. Contents will be organised into 4 categories:
   - Religious Education Assessment
   - English Assessment
   - Maths Assessment
   - Other KLA Assessment

2. Contents to be included will be decided on according to
   - Minimum school-based requirements (listed below)
   - Year level decision
   - Individual teacher discretion

3. All contents should be dated and annotated clearly indicating how / why the evidence is demonstrative of a particular standard of work.

4. For assessment to “be purposeful”, under no circumstances should assessment / work samples be collected merely for the sake of having any item in the Assessment Portfolio Folder. If a task forms part of the teacher’s judgement of a student’s ability that will be the reason for including it as part of the Assessment Portfolio.

5. Some of the year’s assessment tasks will be removed prior to the Assessment Portfolio Folder being sent home to be placed in the Cumulative Record Folder. This will be kept at school until the culmination of the student’s enrolment at Jubilee, to form part of a continuing record of assessment and learning.

(For examples of Contents of Assessment Portfolio Folder for specific Phases of Learning see Appendix 2.)