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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **900**

POLICY NO: **902**

ISSUE DATE: 11/08/11

TITLE: **REPORTING**

ISSUE NO: 4

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## **Recording and Archiving Achievement Information**

### **RATIONALE:**

The Macleans College Board of Trustees recognises that recording and archiving of formative and summative assessment, will provide the necessary database for reporting on the achievements of students. Along with the current KAMAR database Macleans will utilise the specifically developed student growth database Edpotential to record and graph all aspects of ongoing self review and action planning.

### **PURPOSES:**

- 1 To establish data for identifying and describing the progress and achievements of the student.
- 2 To provide summative data for grading, National Certificate of Educational Achievement (NCEA), Cambridge International Examinations (CIE) and other courses.
- 3 To provide a data base for student record of achievements and testimonials.
- 4 To provide data to allow an on-going quality check on teaching and learning in the school.
- 5 To provide data on student performance and growth for analysis and ongoing enhancements to teaching and learning programmes in the school.
- 6 To provide data for monitoring trends at a national level.

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## **PROCEDURES:**

- 1 Student records shall be centralised.
- 2 Student records will be stored on computer and/or as paper copy.
- 3 Student records shall be on-going and cumulative.
- 4 Multiple student records will at all times be secure and only accessible to teaching staff, who will treat them in a confidential manner.
- 5 Student records will be kept up to date and this will be monitored by whanau house leaders and/or Heads of Faculties (HOFs).
- 6 Subject teachers will be responsible for ensuring subject data is entered into the computer database where applicable.
- 7 Information on student growth and performance will form part of the ongoing record of student progress.
- 8 Heads of Departments (HODs) and teachers in charge of subjects will monitor recording at a subject level.
- 9 The New Zealand Qualifications Authority (NZQA) liaison officer and the CIE officer will be responsible for ensuring that full and accurate information and data is supplied to NZQA. The examinations officer will provide a similar role for CIE.
- 10 The Principal, assisted by the Senior Management Team (SMT), will be responsible for the analysis of achievement and assessment data.

## **COMMITMENT:**

The Macleans College Board of Trustees will have effective recording and archive systems in place for achievement information.