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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **900**

POLICY NO: **903**

ISSUE DATE: 15/03/07

TITLE: **REPORTING**

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## Summative Reporting

### PURPOSES:

- 1 To indicate clearly to students and their parents/caregivers in a formal written statement the achievement/competency of the students in relation to the criteria set down in the national and international curricular and school based courses.

### PROCEDURES:

- 1 Students and their parents/caregivers will be given formal reports on each course.
- 2 A standardised computer based report format will be used.
- 3 Students at the end of Term 1 will receive an interim report which may not include the information contained in points 4 and 5 below.
- 4 Each report will provide the student and parents/caregivers with information as follows:
  - a) Achievement in the course
  - b) Attitude and effort
  - c) Specific comments related to weaknesses and strengths of the student
  - d) Involvement in the school's co-curricular programme
- 4 At least one of the subject teachers, the form teacher, house leader or a member of the Senior Management Team (SMT) will comment on the report.
- 5 Report evenings with teachers, Year 13 Students and their parents/caregivers will occur at appropriate times
- 6 National Certificate of Educational Achievement (NCEA) reporting will follow the format set by the qualifications authority. Reporting on Cambridge International Examinations (CIE) will mirror that used by the CIE Board.
- 7 The Board of Studies (BOS) will continue to monitor, to co-ordinate and to evaluate the reporting system in the most appropriate way.

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- 8 Subject teachers will be responsible for collating and entering accurate data for the report by the required time. The form teacher and the whanau house leader will be responsible for further quality checks as they record their comments on the report.
  
- 9 There will be a periodic and an annual review of the summative reporting system by the BOS.