

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: **900**

POLICY NO: **905**

ISSUE DATE: 18/06/13

TITLE: **REPORTING**

ISSUE NO: 2

PAGE: 1 OF 2

---

## Release of Test Results

### RATIONALE:

Schools, including Macleans College gather, record and retain a wide range of test data and results. In general, this is used to improve the learning of students and as such relates to the particular student. Some, however, of this data can be grouped to give an overview of a particular group or the total school. It is acknowledged that all test results have limitations and at best can be regarded as a “snapshot.” Most tests, including standardised tests, have stated limits as to their validity and reliability and any use of the information they provide needs to recognise these limitations.

### PURPOSE:

The purpose of this policy is to determine who has access to this information and to establish processes and conditions under which the information can/or may be released.

### GUIDELINES:

- 1 At all times the privacy of the individual as outlined under the Privacy Act 1993 shall be adhered to. The Ministry of Education (MOE) indicates that parents have access to such data as PAT / ASTTLE / etc examination marks and any similar data which would include “Value Added” data. The provision of written data/results will only be provided if a written request is received by parents or legal guardian.
- 2 Requests from any agencies shall be dealt with on a “right to know” procedure as determined by the “Privacy Act.”
- 3 In releasing information to parents, appropriate statements of explanation will also be prepared. Such a statement will contain a brief summary of the purposes, meaning of results, and limitation of “score.” In particular, only base-line information should be released **and** should be accompanied by a warning with regard to comparisons with other test scores.
- 4 Test scores, of the standardised type form a part of the student record. They have a formative function in that they assist in providing for better learning. **IN NO WAY SHOULD THEY BE A PART OF A SUMMATIVE ASSESSMENT.**

---

## Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: **900**

POLICY NO: **905**

ISSUE DATE: 18/06/13

TITLE: **REPORTING**

ISSUE NO: 2

PAGE: 2 OF 2

---

- 5 Faculty heads (and Heads of Departments) must include within their meeting programme details of how to access this information **and** the relevance of it. They should also make teachers aware of its limitations with regard to reliability, scope and validity but also its value in monitoring student progress.
- 6 Only members of the Senior Management Team (SMT), house leaders, guidance department and faculty heads have the right to discuss this information and then only as the policy allows. Any release must come through the SMT.
- 7 Test scores do not form a basis for inter faculty comparisons and this policy precludes their use in this way. They may, however, due to their specificity, identify weaknesses and strengths within curriculum areas or skill area.