



Department of  
**Education**

# **Curriculum Assessment Reporting in Public Schools Procedures**

Effective date: 26 February 2019

Version: 4.0

Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the Curriculum Assessment Reporting in Public Schools Policy.

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**These procedures must be read in conjunction with the Curriculum Assessment Reporting in Public Schools Policy.**

## 1. Policy supported

Curriculum Assessment Reporting in Public Schools Policy

## 2. Scope

These procedures apply to principals and teaching staff in public schools.

## 3. Procedures

### 3.1 Deliver curriculum

Principals and teaching staff must deliver a curriculum:

- to all Kindergarten to Year 10 students that addresses their specific learning needs and is consistent with the requirements of the Western Australian Curriculum and Assessment Outline;
- to all Years 11 and 12 students that addresses their specific learning needs, and is consistent with the requirements of the Western Australian Certificate of Education Manual;
- that provides all students from Kindergarten to the end of the primary school years with at least fifty percent of curriculum instruction in literacy and numeracy; and
- that provides all students from Kindergarten to Year 10 with at least two hours of physical activity each week, during the school day, as part of the school's structured teaching and learning program.

#### Guidance

The School Curriculum and Standards Authority is responsible for Kindergarten to Year 12 curriculum, assessment, standards and reporting for all Western Australian Schools. Schools must meet the requirements of the Authority in delivering curriculum to their students.

Further information is available on the Department's requirements that all students from Kindergarten to the end

of the primary school years are provided with at least fifty percent of curriculum instruction in literacy and numeracy and two hours of physical activity each week.

## 3.2 Assessment and reporting

Principals, in consultation with teaching staff, must develop school based assessment and reporting plans, that:

- comply with the requirements of the School Curriculum and Standards Authority for students in Pre-primary to Year 10;
- specify how principals and teachers will report achievement of each student from Kindergarten to Year 12 at the end of each semester, including the requirement that Department-endorsed reporting templates are used for Pre-primary to
- Year 10; and
- for senior secondary, includes processes for the monitoring, recording and reporting of enrolment and achievement data consistent with the requirements of School Curriculum and Standards Authority.

Principals will approve the final content of the school based assessment and reporting plan.

### Guidance

In Western Australia, the [School Curriculum and Standards Authority](#) is responsible for setting the standards of student achievement, and for the assessment and certification of student achievement according to those standards.

While the Department-endorsed reporting template is mandatory for Pre-primary to Year 10, use of the Kindergarten reporting template is optional. Reporting for students undertaking a modified teaching and learning program must be linked to their [documented plan](#).

## 4. Related documents

### Relevant legislation or authority

Disabilities Standards for Education 2005

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 1984 (WA)

National Education Agreement

Public Sector Management Act 1994 (WA)

School Curriculum and Standards Authority Act 1997 (WA)

School Education Act 1999 (WA)

The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 (staff only)

### Related Department policies

Child Protection in Department of Education Sites

Records Management

Risk and Business Continuity Management

School Improvement and Accountability in Public Schools

## 5. Contact information

### Policy manager:

Director, Teaching and Learning Services

### Policy contact officer:

Principal Consultant, Curriculum Support

T: (08) 9402 6300

## 6. History of changes

<b>Effective date</b>	1 February 2015
<b>Last update date</b>	2 October 2018
<b>Policy version no. Notes</b>	Minor changes to include reference to Public Schools D18/0151652 and updated legislation links D18/0207680
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<b>Effective date</b>	26 February 2019
<b>Last update date Policy version no. Notes</b>	This policy and procedures has undergone a major review. Approved by the Director General at Corporate Executive meeting on 12 December 2018.
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## 7. More information

### Supporting content

#### Policy

[Curriculum Assessment Reporting in Public Schools Policy](#)

#### Procedure review date

26 February 2022

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