



Department of
Education

Curriculum Assessment Reporting in Public Schools procedures

Effective date: 28 April 2026

Version: 5.0

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

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Deliver curriculum	3
3.2 Assessment and reporting	4
4. Related documents	6
5. Contact information	7
6. History of changes	7
7. More information	9
Procedure review date	9

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
- 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
- mandate the use of the Department endorsed reporting templates for Pre-primary to Year 10, to ensure
 - Reporting is at the learning area level only, with the exception of English and mathematics for Pre-Primary to Year 6, where strand level reporting is also permitted.
 - The only written comment is an overall comment that:
 - for Pre-primary to Year 6, is limited to 1,000 characters and includes information on the student's learning in English and mathematics
 - for Years 7 to 10, is limited to 600 characters.
- 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.
- specify how parent and teacher meetings, to discuss student progress and achievement, will be scheduled through the application of the Configuration of the School Day in Public Schools procedures.

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.

The Configuration of the School Day in Public Schools procedures provides the mechanism to make temporary changes to the school day for parent and teacher meetings.

When it is identified that there is an issue with a student's progress and achievement, parents/carers should be informed in a timely manner. Semester reports should not be the first time concerns about a student's progress and achievement are communicated to their parents/carers.

Information that may have been included in the previously mandated Pre-primary to Year 10 template should not be replicated in other reporting formats.

While the Department-endorsed reporting template is mandatory for Pre-primary to Year 10, use of the Kindergarten Year 11 and 12, and Special Education Needs reporting templates is optional. Teacher workload is an important consideration when determining how to use the optional templates.

Reporting for students undertaking a modified teaching and learning program must be linked to their documented plan (staff only).

For students whom English is an additional language or dialect (EALD), and require a modified curriculum, achievement should be reported using the EALD Progress Map. Consistent with Pre-primary to Year 10 reporting requirements, the only written report comment to be provided for EALD students is the overall comment.

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)

Pre-primary to Year 10: Teaching, Assessing and Reporting Policy and Policy Standards

School Curriculum and Standards Authority Act 1997 (WA)

School Education Act 1999 (WA)

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

Related Department policies

Child Protection in Department of Education Sites policy

Configuration of the School Day in Public Schools policy

Records Management policy

Risk and Business Continuity Management policy

School Improvement and Accountability in Public Schools policy

5. Contact information

Policy manager:

Manager, Curriculum Priorities

Telephone: (08) 9402 6301

6. History of changes

Effective date	1 January 2015
Last update date Procedure version no.	3.2
Notes	Minor changes to include reference to Public Schools D18/0151652 and updated legislation links D18/0207680
Effective date	26 February 2019
Last update date Procedure version no.	4.0
Notes	This policy and procedures has undergone a major review. Approved by the Director General at Corporate Executive meeting on 12 December 2018.
Effective date	26 February 2019
Last update date	4 October 2022
Procedure version no.	4.1
Notes	Minor changes to update contact detail. D22/0737414
Effective date	26 February 2019
Last update date	10 October 2023
Procedure version no.	4.2
Notes	Minor changes to update contact detail. D23/1661007
Effective date	15 April 2026
Last update date Procedure version no.	5.0
Notes	Major change. Approved by the DG on 19 March 2026 date. Memo to DG in TRIM D26/0183813

7. More information

Supporting content

Policy

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

Future policy

[Curriculum, Assessment and Reporting in Public Schools procedures effective 28 April 2026](#)

Procedure review date

28 April 2029
