



**AUSTRALIAN
ISLAMIC COLLEGE**

RECORDS TO DEMONSTRATE STUDENT ACHIEVEMENT FOR STUDENTS YEARS R-12

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Policy Statement

Records of Student Results

Australian Islamic College Adelaide has processes by which they maintain records of student achievement.

For the maintenance of records for individual classes, teachers of each class use their daybook to record the class based exercises, homework assigned for the day and any assessment for learning activities. Teachers register on the subject/course teaching and learning program for each class which is completed as each outcome is delivered. Hard copies of any test results, quizzes, book marks etc. are filed with the registration of the program for that class. Assessment marks are recorded as hard copies in the teacher daybook and also kept by the relevant Coordinator.

The recording of results of student assessment tasks for each student studying from Reception to Year 12 is maintained by the Curriculum Coordinator. It is the responsibility of the individual teachers and Coordinator to check that the entry of these marks is correct. This folder is kept up to date by the Curriculum Coordinator. Hard copies of all results are kept in a folder located in the office of the Deputy Principal.

Relevant Coordinator's also enter assessment marks electronically into the school database and this is maintained by the IT Coordinator. At the end of Term 1, Term 2 and Term 3, an electronic copy of the cumulative assessment marks for each SACE course showing weightings of each task (completed to date) and ranks (based on tasks completed to date) is emailed to the SACE Coordinator.

All assessment results for students from Reception to Year 12 SACE results as well as results for NAPLAN and samples of work are archived electronically each year by IT Coordinator.

Reporting Student Achievement to Parents

Reporting involves providing feedback to students and parents based on a range of assessment activities. Staff at Australian Islamic College Adelaide use a combination of informal and formal methods for reporting student achievement.

Informal reporting methods include:

- Telephone conversations with parents
- Arranging appointments for parents to discuss student achievement
- Concern Letters/Awards
- Certificates presented at Assembly
- Newsletter reports

A part of formal reporting involves the preparation of a term report. Each subject teacher prepares an electronic report based on the student's performance throughout the term. The reports are due by Week 2 of the following term. The class teacher will sign off and the reports entered in the school database and maintained by the IT Coordinator. The reports are also signed by the Principal and paper copies are archived in each student's file.

The formal reporting occurs each term, as outlined below.

Years R-10

Term 1 Parent-Teacher Interviews

Term 1 Report – This report is given to parents, containing an academic profile for each subject including the grades given to students, ranging from A to E for all courses. These grades are based on outcomes achieved following the formal assessment tasks completed in Term 1 and a Teacher comment is included.

Term 2 Parent/Teacher Interviews

Half-Yearly Report – This report is comprehensive in the academic profile for each subject displaying the student's academic achievement of course outcomes based on formal assessment tasks completed throughout the term. Students are given a grade and rank for each course and a Teacher comment is included.

Term 3 Parent-Teacher Interviews

This report is comprehensive in the academic profile for each subject displaying the student's academic achievement of course outcomes based on formal assessment tasks completed throughout the term. Students are given a grade and rank for each course and a Teacher comment is included.

Term 4 Parent-Teacher Interviews

Yearly Report - This report is comprehensive in the academic profile for each subject displaying the student's academic achievement of course outcomes based on formal assessment tasks completed throughout Term 3 and Term 4. Students are given a grade and rank for each course and a Teacher comment is included.

Year 11

Term 1 Parent Information Evening

Held to explain the process for students to be eligible for the SACE. Parent-Teacher Interviews

Term 1 Report – This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 1, and a grade A to E (except for Mathematics which is A10 to E2) and rank is displayed.

Term 2 Parent-Teacher Interviews

Half-Yearly Report - This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 2, and a grade A to E (except for Mathematics which is A10 to E2) and rank are displayed. The cumulative rank is also noted for each subject.

Term 3 Parent – Teacher Interviews

Preliminary Report - This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks

completed in Term 3, and a grade A to E (except for Mathematics which is A10 to E2) and rank are displayed. The cumulative rank is also noted for each subject.

Term 4 Parent-Teacher Interviews

Final Report - This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 3, and a grade and rank are displayed. The cumulative rank is also noted for each subject.

Year 12

Term 1 Parent-Teacher Interviews

Term 1 Report – This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 1, and a grade and rank is displayed.

Term 2 Parent-Teacher Interviews

Half-Yearly Report - This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 2, and a grade and rank are displayed. The cumulative rank is also noted for each subject.

Term 3 Parent-Teacher Interviews

Final Report - This report contains an academic profile, a work habits profile and a Teacher comment. For each subject, the student's academic achievement of course outcomes, based on the formal assessment tasks completed in Term 2, and a grade and rank are displayed. The cumulative rank is also noted for each subject.

Once reports have been signed by the Principal, copies are archived in each student's file.

Results of External Tests and Examinations

Australian Islamic College Adelaide keeps cumulative electronic records of performance in state-wide examinations, including SACE Examinations, NAPLAN tests. These results are compiled by the ICT Coordinator for the Principal. The summary of these results are reported to parents via the annual school magazine.

In addition, students at Australian Islamic College Adelaide has the opportunity to participate in a variety of external competitions including the Australian Schools Science and Geography competitions. Samples of student work are kept in student portfolios..

Recognising Student Achievement

Australian Islamic College Adelaide recognises and rewards student achievement through several avenues. Academic awards are acknowledged through newsletters. Student effort, perseverance, commitment and achievement are celebrated with Merit Awards, which can be distributed by teachers in the classroom.

At the conclusion of each of each academic year, a special Awards Ceremony is held to recognize student achievement in all courses from R-12. Awards are given to students who have achieved outstanding results during the year, and also to students who have shown exceptional dedication, perseverance and unwavering commitment to their studies.

The Dux of the School is awarded to the top year 12 student each year.

Implementation date:	[February 2022]
Approved by:	[Executive Principal]
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