

Mentone Girls' Secondary College

courage & work



Assessment and Reporting Guide For Parents



Common Assessment Tasks (CATs)

What is a Common Assessment Task (CAT)?

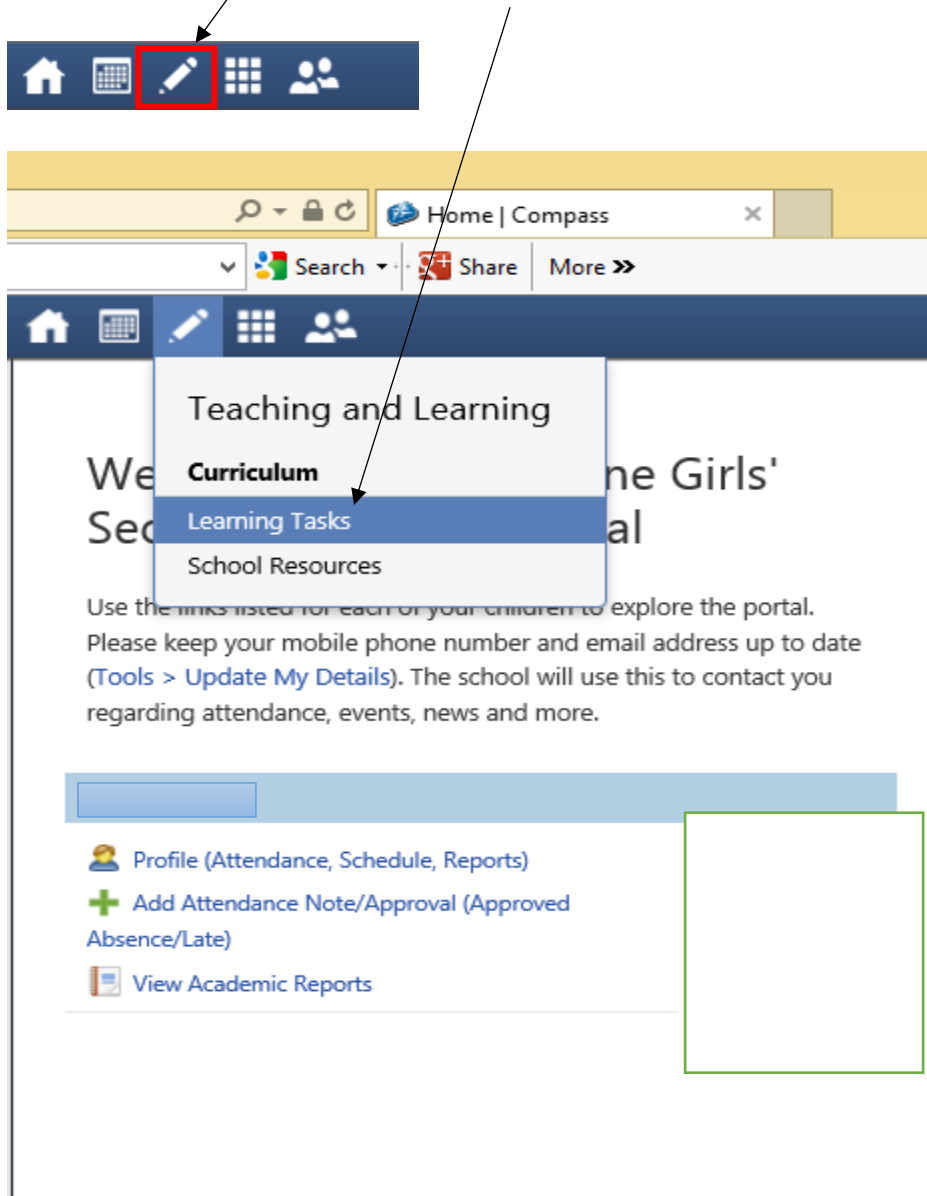
At MGSC student progress is informed by their completion of Common Assessment Tasks. A Common Assessment Task (CAT) or at Year 12 School Assessed Coursework (SAC)/School Assessed Task (SAT) is a piece of work that is undertaken by all students studying that subject at that year level. Parents are able to see the task, what is required, how it will be assessed and the due date. Parents will subsequently be able to see the grade and teacher comment for this work after it has been submitted and assessed by the teacher. Parents are able to view this information through the Learning Tasks module on Compass that can be accessed through the Compass parent portal. (Any problems accessing this please email portal@mgsc.vic.edu.au). Common Assessment Tasks are significant assessment pieces and the grades and comments will appear on semester reports.

How to access Common Assessment Tasks

From your homepage,

The screenshot shows the homepage of the Mentone Girls' Secondary College Portal. At the top, there is a dark blue navigation bar with icons for home, calendar, pencil, grid, and users. Below the navigation bar, the main content area has a white background. The heading reads "Welcome to the Mentone Girls' Secondary College Portal". Below the heading, there is a paragraph of text: "Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more." Below this text is a light blue horizontal bar with a search input field on the left and the text "Rectangular Search" on the right. Underneath the search bar, there are three menu items, each with an icon and text: a person icon for "Profile (Attendance, Schedule, Reports)", a plus sign for "Add Attendance Note/Approval (Approved Absence/Late)", and a document icon for "View Academic Reports". To the right of these menu items is a large, empty rectangular box with a green border.

1. Click on the **pencil icon** then on **Learning Tasks**



Viewing the Page

2. It is recommended that you **view this page by class** as it is much clearer than sorting by date. To change the page to sort by classes instead of date, click on **'Group by class'**

The screenshot shows the 'Learning Tasks' page. At the top, there are tabs for Dashboard, Learning Tasks, Payments, Conferences, and Communications. Below the tabs is a legend: Pending (grey square), Overdue (red X), Received Late (yellow triangle), and On Time (green checkmark). The 'Group by class' dropdown is highlighted with a red box. The table below shows the following data:

Class	Student Name	Learning Task	Due Date	Created Date	Result	
09EN1F	[Redacted]	Semester 1 - CAT 2 - One True Thing Creative ...	22/05/2017 04:00 PM	07/02/2017	-	[Print]
09MA1F	[Redacted]	Semester 1 - CAT 3 - Linear Equations Test	19/05/2017 09:30 AM	09/05/2017	27.5/40	[Print]
09CO1A	[Redacted]	Semester 1 - CAT 2 - Mobile Project	21/04/2017 04:00 PM	20/04/2017	19/25	[Print]
09TE1F	[Redacted]	Semester 1 - CAT 2 - Ukulele Design	17/03/2017 04:00 PM	29/03/2017	-	[Print]
09TE1F	[Redacted]	Semester 1 - CAT 1 - Sustainability Research T...	24/02/2017 04:00 PM	21/02/2017	16/20	[Print]

A page similar to the one below will now be displayed.

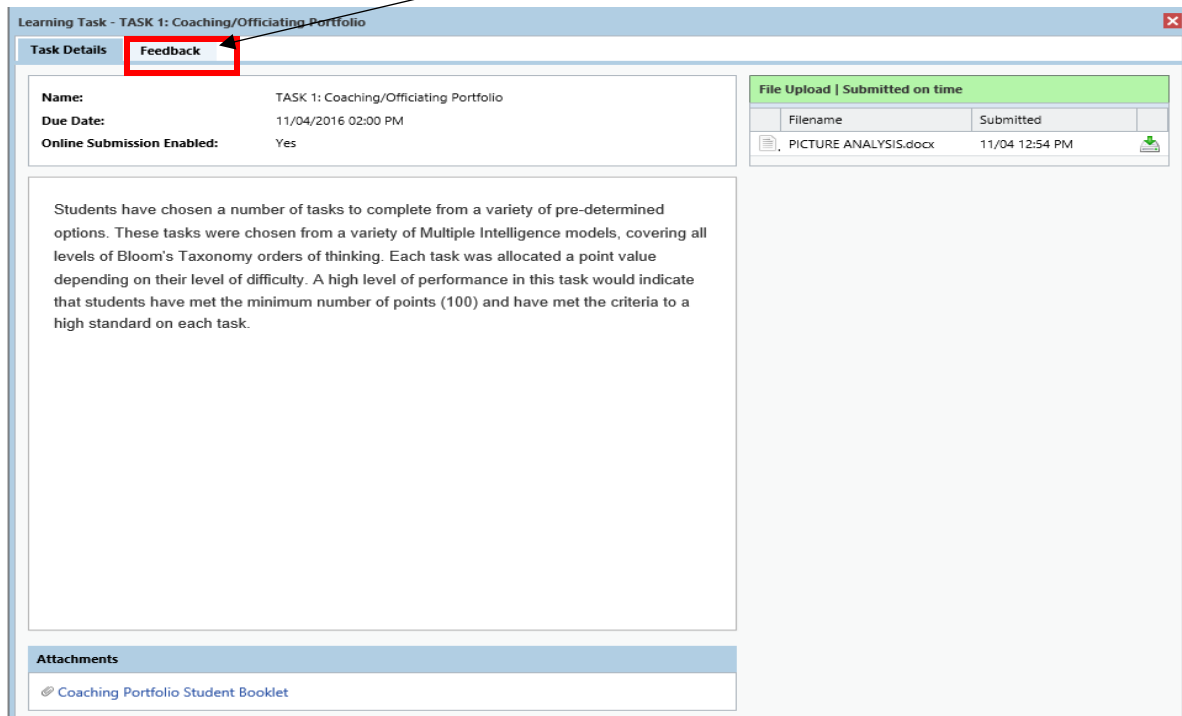
Student Name	Learning Task	Due Date	Created Date	Result	
Class Name: 09CO1A (9 Contemporary Art 9)					
✓	Semester 1 - CAT 2 - Mobile Project	21/04/2017 04:00 PM	20/04/2017	19/25	📄
✓	Semester 1 - CAT 1- Comic	No due date	31/01/2017	22/25	📄
Class Name: 09EN1F (9 English 9)					
✗	Semester 1 - CAT 2 - One True Thing Creative Response	22/05/2017 04:00 PM	07/02/2017	-	📄
✓	Semester 1 - CAT 1 - Of Mice and Men Text Response	No due date	07/02/2017	-	📄
Class Name: 09HU1F (9 Humanities 9)					
✓	Semester 1 -CAT 1- Cartoon Analysis	No due date	01/02/2017	NA	📄
✓	Semester 1 -CAT 2- My Migrant Story	No due date	01/02/2017	27/30	📄

To find out more about the task, **click on the task.**

Student Name	Learning Task	Due Date	Created Date	Result	
Class Name: 09CO1A (9 Contemporary Art 9)					
✓	Semester 1 - CAT 2 - Mobile Project	21/04/2017 04:00 PM	20/04/2017	19/25	📄
✓	Semester 1 - CAT 1- Comic	No due date	31/01/2017	22/25	📄
Class Name: 09EN1F (9 English 9)					
✗	Semester 1 - CAT 2 - One True Thing Creative Response	22/05/2017 04:00 PM	07/02/2017	-	📄
✓	Semester 1 - CAT 1 - Of Mice and Men Text Response	No due date	07/02/2017	-	📄
Class Name: 09HU1F (9 Humanities 9)					
✓	Semester 1 -CAT 1- Cartoon Analysis	No due date	01/02/2017	NA	📄
✓	Semester 1 -CAT 2- My Migrant Story	No due date	01/02/2017	27/30	📄

Teacher Feedback

If comments or grades have been made available by the teacher, the **Feedback tab** will be displayed. Clicking on it will reveal the feedback.




The screenshot shows a web interface for a learning task titled "TASK 1: Coaching/Officiating Portfolio". The interface has two tabs: "Task Details" and "Feedback". The "Feedback" tab is selected and highlighted with a red box. An arrow points from the text above to this tab. The "Task Details" section includes the following information:

- Name:** TASK 1: Coaching/Officiating Portfolio
- Due Date:** 11/04/2016 02:00 PM
- Online Submission Enabled:** Yes

The main content area contains a paragraph of text: "Students have chosen a number of tasks to complete from a variety of pre-determined options. These tasks were chosen from a variety of Multiple Intelligence models, covering all levels of Bloom's Taxonomy orders of thinking. Each task was allocated a point value depending on their level of difficulty. A high level of performance in this task would indicate that students have met the minimum number of points (100) and have met the criteria to a high standard on each task."

On the right side, there is a "File Upload | Submitted on time" section with a table:

Filename	Submitted	
PICTURE ANALYSIS.docx	11/04 12:54 PM	

At the bottom, there is an "Attachments" section with one item: "Coaching Portfolio Student Booklet".

There will be a comment, access to the assessment rubric and the grade for the task. There may also be attachments that are provided along with the feedback. This gives you an opportunity to have a conversation with your child about the teacher's feedback and their progress.

Semester Reports and Progress Reports

Accessing Progress Reports and Semester Reports

It is recommended that Chrome is used as the web browser.
From your homepage, click on '**View Academic Reports**'

Home Calendar Pencil Grid People

Welcome to the Mentone Girls' Secondary College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date ([Tools > Update My Details](#)). The school will use this to contact you regarding attendance, events, news and more.

Profile (Attendance, Schedule, Reports)

+ Add Attendance Note/Approval (Approved Absence/Late)

View Academic Reports

Rectangular Snip

The following screen will be displayed.

The screenshot displays a software interface with a navigation bar at the top containing 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', and 'Analytics'. The 'Reports' section is active, showing a list of reporting cycles. Below this is the 'Progress Reports' section, which includes a dropdown menu for the current cycle and an 'Export as PDF' button. A table below the dropdown shows assessment data for various subjects.

Subject	Area of Assessment						
	Attitude	Ability to Learn Independently	Collaboration Skills	Initiative	Preparedness	Task Completion	
	Very Good	Good	Good	Good	Good	Good	
	Excellent	Excellent	Excellent	Excellent	Satisfactory	Excellent	
	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	
	Excellent	Excellent	Very Good	Excellent	Excellent	Excellent	
	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	
	Excellent	Very Good	Very Good	Good	Excellent	Good	
	Excellent	Excellent	Excellent	Excellent	Very Good	Very Good	
	Excellent	Very Good	Very Good	Very Good	Very Good	Very Good	

Click on the appropriate cycle for **Semester Reports**. It will open as a pdf that can be downloaded and saved to a device and/or printed.

The **current cycle Progress Reports** will appear here. A copy can be **exported as pdf** and saved to a device.

For **previous Reports** select from the reporting cycle list. It will open as a pdf that can be downloaded and saved to a device and/or printed.

Attitude

Students who are rated highly in this area:

- Strive to achieve to the best of their ability
- Are willing to seek, receive, accept and reflect on feedback provided
- Pay attention to and follow teacher instructions

Ability to Learn Independently

Students who are rated highly in this area:

- Can work through problems and resolve them on their own
- Seek more information on their own if needed
- Stay on task

Collaboration Skills

Students who are rated highly in this area:

- Contribute to class discussion
- Respect the thoughts, opinions and advice of others and listen whilst others are speaking
- Communicate in a respectful manner in the classroom
- Contribute to group work
- Have strong interpersonal skills
- Are encouraging of others
- Work cooperatively with others

Initiative

Students who are rated highly in this area:

- Determine what needs to be done and get on with the task, without close monitoring
- Seek assistance when required

Preparedness

Students who are rated highly in this area:

- Bring the required equipment to class
- Keep their workbooks and other materials organised
- Arrive on time for class

Task Completion

Students who are rated highly in this area:

- Use class time effectively to complete set tasks
- Complete work thoroughly
- Complete and submit homework tasks and assignments by the due date

Semester Results Grading Criteria

Years 7 to 10 Vic Curriculum Levels

The students' Victorian Curriculum Levels must be based on 'an on balance judgement in a dimension', which means based upon multiple assessments and representing consistent performance over time.

	Expected Level : June	Expected Level: November
Year 7	6.5	7.0
Year 8	7.5	8.0
Year 9	8.5	9.0
Year 10	9.5	10.00

Victorian Curriculum REPORTING SCALE

Well above the standard expected at this time of the year	(+ 12 months ahead)
Above the standard expected at this time of the year	(6 to 12 months ahead)
At the standard expected at this time of the year	
Below the standard expected at this time of the year	(more than 6 months and less than 12 months)
Well below the standard expected at this time of the year	(more than 12 months below)

VCE Grading Guide

S	Satisfactory
N	Not Satisfactory
NA	Not Assessed
UGL	Ungraded Late Submission - Satisfactory
UGR	Ungraded Redemption - Satisfactory
UG	Ungraded (redemption unsatisfactory or not submitted)