



Compass Progressive Reporting RSC: Guide for Students and Families

Introduction

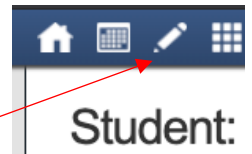
Ringwood Secondary College uses the school management system COMPASS to connect the College community with parents/guardians. This guide focuses on the use of Compass for Learning Tasks and Progressive Reporting.

For all year levels and subjects, Ringwood Secondary College reports progressively on student achievement throughout the semester. This reporting occurs through Compass Learning Tasks.

Parents/Guardians can access information regarding their child's/children's academic achievement during the year through Compass Learning Tasks. This will enable greater understanding of their child's/children's learning progress.

Navigating Compass Learning Tasks

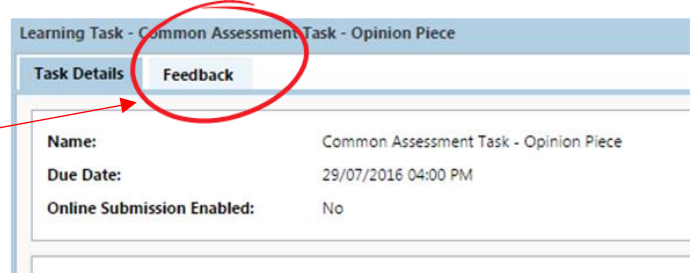
Compass Learning Tasks can be accessed by logging in to Compass, clicking on the 'Pencil' at the top of any screen within Compass and then clicking on the 'Learning Tasks'.



A list of all tasks will automatically appear in reverse chronological order. By clicking on the column heading you can sort the tasks by subject, type or due date.

Subject Code	Learning Task label	Due date	Result
7EN2F (7 English Yr7)	AT2 - Pharaoh Creative Oral Class Task Report: Yes Grades: Students, Parents Task: Students, Parents	Due date: No due date Submitted: On Time	Distinction
	CW TEEL paragraph Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 30/07/19 04:00 PM Submitted: On Time	Commendable
	CW TEEL paragraph ch 17 Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 08/08/19 01:15 PM Submitted: On Time	Satisfactory
	WR Pharaoh Notes Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 09/09/19 04:00 PM Submitted: On Time	Outstanding
	AT1 - Pharaoh Text Response Essay Class Task Report: Yes Grades: Students, Parents Task: Students, Parents	Due date: 09/09/19 04:00 PM Submitted: On Time	High Distinction
	CW Fairytale generator Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 15/10/19 04:00 PM Submitted: On Time	Satisfactory
	WR Shrek Questions Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 29/10/19 04:00 PM Submitted: Received Late	S
	CW planning for the fractured fairy tale Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 08/11/19 04:00 PM Submitted: Received Late	S
	AT3 - Fractured Fairytale Narrative Class Task Report: Yes Grades: Students, Parents Task: Students, Parents	Due date: 20/11/19 09:00 AM Submitted: On Time	High Distinction

Information about each task can be accessed by clicking on the name of the task. On the task information pop-up, there are two different tabs. The 'Task Details' tab shows information such as due date, attachments & submissions. The 'Feedback' tab shows any results/grades and comments that have been entered for the task.



Further information can be found on this [link](#)



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Compass Learning Tasks

Compass Learning Tasks are used for a variety of purposes. This includes setting homework and assignments, engaging students in class activities and, providing feedback to students about their learning.

Compass Learning Tasks are labelled to indicate the type of task as shown in the table.

Learning Tasks Label:	Used for?	Semester Reports?
Assessment Task (AT)	Years 7-10 Agreed key assessment tasks for each year level and subject.	Yes
School Assessed Coursework / Task (SAC/SAT)	VCE level assessment	Yes
Class Task (CW)	Learning activity completed in class	No
Homework Task (HW)	Tasks set for completion outside class	No
Learning Outcome (LO)	VCE Agreed key developmental tasks for each year level and subject. The LO decides Satisfactory Completion of a Unit.	No
Work Requirements (WR)	Years 7 – 10 Agreed key developmental tasks for each year level and subject	No

Assessment Tasks and SACs/SATs

At the end of the semester, when tallied together, Assessment Tasks and Unit 1 & 2 SAC grades generate the overall grade for a subject.

Assessment Tasks and SACs/SATs will usually be uploaded and visible on Compass two weeks before being undertaken. Allowing for school events and disruptions to classes, the achievement level and feedback will usually be made visible to parents and students within two-three weeks of student submission. At VCE, SACs require more time to assess and to calibrate grades across classes.

Where appropriate, Learning Tasks will be modified for individual students with Individual Education Plans. This will be generally undertaken in communication with parents and students and will be indicated in the closed comments provided in the feedback.

Closed comments provided as feedback for Assessment Tasks and SACs/SATs are collected into the Semester Reports.



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Late and Non-Submission of Assessment Tasks

Compass Learning Tasks indicates when a task has been submitted, submitted late or is overdue.

At Years 7 – 10 students are able to seek an extension from their teacher for work that is not complete on or before the due date. If an extension is not sought or granted, when the task is received, it will be labelled as 'Late'. Submission for Assessment Tasks is **required** and students may be expected to complete catch up class(es) to complete assessments.

At VCE there is a procedure managed by Senior School requiring medical certificates for any absence during a SAC.

A Compass Post will also flag any Assessment Task which is overdue and explain potential consequences of non-submission.

Grading Scales

At Units 3&4 level, SAC / SAT tasks will be assessed S/N/NA. Raw scores will also be provided.

For Units 1 & 2 and Years 7 – 10 separate grading scales are used.

A summary of the grading scales and codes used to indicate these grades is listed below.

VCE Units 1 – 4

At VCE each subject is divided into semesters. Units 1 and 2 are generally undertaken by students in year 11 and by some year 10 students. Units 3 and 4 are generally undertaken by students in year 12 and by some year 11 students.

In order to gain an 'S', students must complete all Learning Outcomes: this determines the satisfactory completion of a unit.

Code	Used when...
S (Satisfactory)	The student has met the requirements of the task.
N (Not Satisfactory)	The student has not met the requirements of the task.
NA (Not Assessed)	The student has not been assessed due to absence or because the SAC / SAT was not applicable for specific reasons.

VCE Units 1 & 2 at RSC

Code	Achievement Level
A+	90-100%
A	80-89%
B+	75-79%



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B	70-74%
C+	65-69%
C	60-64%
D+	55-59%
D	50-54%
E+	45-49%
E	40-44%
UG (Ungraded)	<p>0-39%</p> <p>The student has completed the task but did not meet the basic requirements for grading. This code is used for VCE subjects only.</p> <p>It can indicate that:</p> <ul style="list-style-type: none"> • The student either failed to submit the task on the due date or / was absent on the date of the SAC and failed to provide a medical certificate for the absence before re-sitting the task. • The student's initial performance was Not Satisfactory (N). Has subsequently achieved a satisfactory result through resubmission.
NA (Not Assessed)	The student has not been assessed due to absence or because the Common Assessment Task was not applicable for specific reasons.

Years 7 – 10

Code	Achievement Level
High Distinction	90-100%
Distinction	80-89%
Very Good	70-79%
Good	60-69%
Satisfactory	50-59%
Not Satisfactory	0-49%
Not Assessed	The student has not been assessed due to absence or because the Assessment Task was not applicable for specific reasons.