

Proof-reading comments:

In order to ensure a high quality of report comments to parents, teachers will be grouped in threes to edit and feedback on comments based on the guidelines outlined here.

This will take place during one of the Tuesday meetings.

For Semester 1, this will take place: Tuesday, January 19th 2015

For Semester 2, this will take place: Tuesday, June 9th 2016

THE PROCESS:

1. Groups of three will be assigned approximately two weeks before the above dates.
2. All subject area report comments must be completed **in Pages or Word using Helvetica 12pt font** and edited using "track changes" by the final entry date published by SET.
3. Each member of the group reads the other two members' comments.
4. We are striving for high-quality consistency for report comments. If there are significant concerns about comments, communicate these to the relevant SET member.



A GUIDE TO SEMESTER REPORTS for MYP/DP TEACHERS



REMINDER ABOUT PURPOSE:

Reports are a means of communicating information about students' progress and learning experience. We assume that parents are interested and concerned.

Parents should never be surprised about report results; any significant concerns should be communicated before reports are sent home.

COMMENT LENGTH

MYP: The full comment should **not** exceed **130 words**

DP: The full comment should **not** exceed **200 words**

SUBJECT COMMENTS

Include the following:

- Start with something positive; reports should try and build student confidence; refer to what the student can do - i.e. "... **makes good use of adjectives to provide detail about character development**" (specific & positive) vs. "... is a good writer" (avoid vague praise)
- comment on the student's progress in the subject area, making specific reference to: **Student Learning Outcomes (unit planners), Approaches to Learning, Assessment Criteria (provide a focus on ONE or TWO), student goal from Quarter 1**
- areas in which the student can improve;
- suggest a specific strategy for improvement

ENGLISH B SAMPLE:

This semester ... has become more organised by checking Veracross and submitting assignments on task. ... has indeed shown increased responsibility in this area, and as sought feedback that he then applied in subsequent tasks. This has allowed him to grow as a writer and find his voice, as evident in the writing of his "seamless insertion" in the short story unit. In the novel study *Hatchet*, he demonstrated that he can write with purpose and for a specific audience, most notably in his diary entry. In speaking, ... tends to divert from the topic of discussion, and would benefit from pausing and planning before contributing his ideas in class, ensuring more concise and relevant expression of thoughts.

(Note: this comment has only 115 words. Max.: 130. Remember that the criterion descriptors also reflect what students are able to do).

PPP/EE SUPERVISORS

PPP: COMMENT ONLY for S1

EE: COMMENT & GRADE (A-E)

ADVISORY COMMENTS

NO GRADE - COMMENT ONLY. The purpose of the advisor's comment is to comment on the student overall. The comment should reflect on a variety of facets of school life.

Aspects to consider:

- participation in the Homeroom programme;
- participation in ASAs;
- Community & Service activities and outcomes achieved

"DOs" FOR ALL COMMENTS

- ✓ Use **students' passport names** for comments
- ✓ Keep a record of your comments in *Pages*
- ✓ Capitalise your subject name (**P**erforming **A**rts)
- ✓ Capitalise Grade when referring to year grade (**G**rade 10) (*NOT for MYP/DP grades*)
- ✓ Use **consistent** spellings (British, American)
- ✓ Avoid acronyms (C&S, ASA); but CISSA, ACAMIS etc are okay
- ✓ If a student receives a criterion grade of 2 or 1, comment specifically on **why** this is the case; **prior communication must have occurred (if it has not, please do so NOW)**;
- ✓ For Semester 1 only: If a student receives an overall **grade of 2 or 1**, request an interview with parents
- ✓ Use "**quarters**" and "**semesters**" to refer to our school year breakdown (*NOT terms*)
- ✓ For MYP; if a **student has arrived late** in the semester and there is insufficient data to give a grade, contact your relevant SET member (1 - 7 scale)

"DON'Ts" FOR ALL COMMENTS

- ✓ For MYP, do **NOT** change a final 1-7 scale grade unless you have a very specific reason to do so (i.e. one criterion was not assessed)
- ✓ Do **NOT** use slang or jargon (i.e. "hit the nail on the head")
- ✓ Do **NOT** make generic comments about a student's personality ("...is a sweet girl"); refer rather to traits that support or hinder learning (organised, energetic) and explain the consequence of this trait on learning.