Distance Education

Monitoring Student Progress

Policy Scope
This policy relates to ACC Marsden Park Ltd.

Policy
The school maintains records that demonstrate student progress in relation to syllabus outcomes.

The purpose of this policy is to:
1. List how the school complies with this policy
2. List where the information is kept
3. List who is responsible for monitoring student progress
4. Document processes for following up with students who are falling behind in their school work
<table>
<thead>
<tr>
<th>Evidence of Compliance</th>
<th>System</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope &amp; sequences for distance education courses aligned to the NSW AC syllabus</td>
<td>BOSTES Program Builder</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Teaching programs for distance education courses aligned to the NSW AC syllabus</td>
<td>BOSTES Program Builder</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Online Courses built from the teaching programs</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Online Course Progress Indicators (green ticks)</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Student participation in class discussion</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Student participation in quizzes</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Student work samples</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Teacher feedback on student work</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Course Gradebooks</td>
<td>Schoology LMS</td>
<td>DE Teacher</td>
</tr>
<tr>
<td>Student Report Cards</td>
<td>Dropbox</td>
<td>DE Teacher</td>
</tr>
</tbody>
</table>
Procedures

Identifying DE students who are falling behind
  1. A DE teacher uses the following indicators to determine if a student is falling behind in their work:
      a. Failure to complete lessons (as confirmed by the course progress indicators)
         i. Failure to participate in class discussions
         ii. Failure to complete quizzes
         iii. The quality of student work
      b. Failure to submit assessment tasks by the due date

Process for communicating with DE students who are falling behind
  1. In the first instance, the DE teacher who notices that a student is falling behind will email the student through Schoology
  2. If the student does not respond to the email, the DE teacher will contact the student via phone to:
     a. Determine why the student is falling behind
     b. Discuss strategies to catch up with the work
     c. Set an expectation for the student
  3. The DE teacher will also discuss this conversation with the onsite supervisor and record a summary of this conversation in Quickschools.
  4. If the student continues to fall behind, the DE teacher will inform the Principal
  5. Failing resolution, the Principal or DE teacher will send a formal warning to the student

Whole-School Audit
  1. DE teachers will do a whole school audit of student progress two times during the school term to look at how students are performing across all of their work
  2. DE teachers will consult with each other to discuss student progress and strategies for students who are falling behind

Policy Review
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version
4.0