

## Quadrant-I (e-Text)

### Details of Module and its structure

Module Detail	
<b>Subject Name</b>	Education
<b>Course Name</b>	Assessment for Learning
<b>Course Code</b>	EDU503
<b>Module Name/Title</b>	Reporting student performance: Progress reports, Cumulative records, Profiles and their uses.
<b>Module Code</b>	AFL019
<b>Pre-requisites</b>	.....
<b>Learning Outcomes</b>	After going through this lesson, the learners will be able to: <ol style="list-style-type: none"><li>1. Write down the meaning and uses of progress reports.</li><li>2. Discuss the purpose of reporting student performance.</li><li>3. Explain different types of the records.</li><li>4. Explain the principles and limitations of cumulative records.</li><li>5. Elaborate the process of creating learner profiles.</li></ol>
<b>Keywords</b>	Reporting student performance: Progress reports, Cumulative records, Profiles and their uses.

### 1. Development Team

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## 1.0 Introduction

In the present times, one of the greatest concerns of teachers is to determine and report student performance. The fundamental objective of any method of reporting student performance from beginning to class 12 is to exhibit a flow of communication among the school, the student and the parents. The purpose behind the communication is to provide feedback and guidance so that all students may achieve their goals. Therefore, it affects all persons involved in a positive, compatible and concise manner. Reporting is the process of communicating knowledge gained from assessing student learning to parents, teachers, and students.

One of the duties of a teacher is to maintain student performance records. These records provide insight about the progress of the students and further assists teachers and parents in making important decisions about students learning needs. The main purpose of reporting student's performance is to support student learning by providing information about achievement and progress and to indicate the areas for further development. Reporting of students is based on assessments and these assessments are based on written, oral and performance tasks which are designed to improve the learning of the students.

The reporting student performance encourages a positive self-image for the students and that should be both regular and spontaneous including report cards, telephone calls, progress reports, etc. should report social development and take into consideration the individual differences. Reporting student performance also reinforces students' accomplishments, encourages student self- evaluation, provides periodic profiles and makes parents, teachers and students aware of the area where additional efforts are needed. The information is also very significant for professionals in planning and in providing appropriate education programs and for enabling teachers to have better understanding about the student's strength. The records are also valuable for assisting in successful transition of students to another school. The use of records is highly essential for the education and guidance programs in the schools. A proper system of records should be maintained for all students which indicate their work done in school—in a day, in a month, in a term and in a year.

## 2.0 PROGRESS REPORTS

An outstanding student, sincere efforts, Keep it up, more effort needed, Pull up your socks, Balance your efforts, you could have done better if it was not for the bad company, it is not too late to improve, Show sincere efforts..... These are some of the common remarks given by teachers on the report cards of the students at the end of each school term. A report card is a document that communicates the performance of student against set grades. Mostly, these grades are used to decide whether a student promoted to the next class or not. In this report card, the teacher also makes remarks based on discipline and co-curricular activities.

A progress report serves as a communication link among students, teachers, and parents, it is a feedback which helps the students in knowing actually- where they stand academically mid of the session. The main purpose is to provide relevant information about student's progress. Progress reports plays a significant role in allowing students, parents and teachers to know the performance of students throughout the year so that students can modify their behaviours and can correct their study habits if required or recommended. Parents should review the progress reports with their child thoroughly if there are some concerns or questions. Report cards provide the final representation of the student's grade for a class.

### Uses of progress reports

- **Parent involvement:** Teachers can keep parents involved by sending progress reports of their children to home for review and sign. By sending progress reports to home, parents are informed about the academic achievement and in class behaviour of their children. This will facilitate parents in making changes at home schedule by devoting more study time for their children. Further they can also appreciate by rewarding their children for doing well. This will ultimately help students to get back on track academically.
- **Student awareness:** Progress Reports help the students in knowing – how well they are doing and what is the perception of teachers in the class towards them. This helps in minimising the shock- which they get at the end of the quarter or year report card. Students have the chance to identify the areas of improvements and they can make changes in their grade before the final report cards are released.
- **Teacher tracking:** Progress reports help the teachers in knowing- how well their students are doing in class. They are forced to review the strengths and weaknesses of students on a regular basis. Moreover, the teachers have to reach the classroom standards; progress reports help them to see whether the class is meeting those standards e.g. academic expectations.

Report card sometimes called Progress reports; provide the records of student's performance based on curriculum outcomes over a period of time. It is the document that should provide straight forward information about what a student knows and can demonstrate. Progress reports are issued to students in every four to six weeks while Report cards are issued at the end of each term i.e. two or three terms in a year.

### **3.0 CUMULATIVE RECORDS**

A cumulative record contains factual and objective information about the students' academic progress, attendance and midterm and final marks. These are valuable for teachers to know the students strength and weaknesses. Teachers maintain cumulative records of all students when they enters school and continues till they leave the school. These records are also valuable for helping in smooth transition of students to another school. The cumulative records are the document in which useful and reliable information about a particular student is recorded at one place. It gives the complete picture of the student during his/her stay at school. When the student leaves the schools, these records are very important in solving the manifold problems like personal, educational, vocational and social which are required for the overall development of the students. A Cumulative Record is a compilation of information about a particular student which school considers important to collect and record for further use. It provides complete information regarding all aspects of the child's life like -physical, mental, social, moral and psychological. According to Jones," Cumulative record is a permanent record of a student including the information about his/her achievement, health, test scores, attendance which is kept up to date by the school.

Teachers gather information periodically using various techniques-observation, test, inventories, questionnaire, observation, interview, case study etc. It seeks to give comprehensive picture of student's personality. Student's information regarding enrolment, attendance, participation, progress and achievement are recorded in cumulative record. The term 'cumulative' implies information is added to the record each year as the student progresses through the grades therefore when student move from one class or school to other it follow the student. The record should also be transferred with the student.

The main objective of collecting, recording and updating information is to guide students for success in education and wellbeing. The information is collected in a systematic and organized way so that it can be used by parents and other stakeholders. Cumulative Records are a key tool to promote student achievement and wellbeing of all the students. These records are very valuable for professionals as these facilitates in planning and in delivering appropriate educational programs. Traditionally, cumulative record consisted of only basic information in a folder. But these days schools records and review student's information regularly and covers wide range of information which not only record educational history but also student's health records, emotional status, participation in co-curricular and cultural activities.

#### **Characteristics of Cumulative Records**

- It is permanent record of student's performance.
- Cumulative records are regularly updated by entering all the new information obtained by the students.
- It presents a holistic picture of student's learning, progress and attainment.
- It provides clear, concise, accurate and reliable data for further use by the professionals.
- It presents a comprehensive data of student's personality.

- It is updated regularly.

### **Uses of the Cumulative Records**

Cumulative records have no value unless these are not used by teacher and other professional experts in providing educational, vocational and personal guidance for the students. It helps the professionals in planning and delivering appropriate educational programs. Cumulative Records are useful for guidance workers and counsellors as these records provide a complete and comprehensive picture about the strengths and weaknesses of students which further facilitates in making vocational choices and also in making adjustments with peers, teachers and family. The school authorities can make recommendations to the admission officers of the colleges and universities where they take admission for further study, on the basis of these cumulative records.

When student moves from one school to other these cumulative records helps student in smooth transition as it provides comprehensive information about student's performance in past years. Teachers get information about student's performance and learning in a particular subject and area. It also helps a teacher to understand why students have difficulty in learning. From the information provided in the cumulative record a teacher can identify slow learners without wasting much time. Cumulative record gives evidences of child's progress across different subjects. A teacher can analyse student's performance time to time using cumulative record. On the basis of student's performance a teacher can diagnose students need and make special effort for the same. These records act as an aid in search for talents among students. Cumulative records are of no use if they are not used properly by the teacher. Teacher can also take help of professional expert in order to provide guidance and counselling to the students. We can say that these records serve as a link between the teacher and the parents.

### **What to include in the Cumulative Records?**

Cumulative records are updated by the schools every year and maintain cumulative files which include:

#### **Basic information of Student**

- Name and class of the student(with section)
- Birth date and Gender of the student
- Admission number
- Name, address and telephone number of the guardian(s)
- Language used in home
- Family information like name and profession of father, Mother and sibling(s)
- Educational and Economic status of both the parents

#### **Summary of Annual attendance**

#### **Students Attainment**

- Student's attainment in particular session
- Student's attainment in different subject
- Summary of student's attainment in elementary/ secondary/ senior secondary

#### **Students record of participation in co-curricular activities**

- Students Health Records(annually)
- Detail of any disease

- Family history of disease (if any)

### **Emotional status of the students**

#### **Learning disability (if any)**

- Type of disability
- Services provided by school

**Social behaviour** --Apart from above, it also includes the programmes a student has attended and services which student was provided with in a particular year. For example if student has attended a special training programme for reading and writing it would be mentioned in cumulative record.

### **Principles of Cumulative Records**

- Continuous, Complete and Comprehensive - Cumulative record should provide complete and comprehensive data about a student in an academic year and should be updated regularly. It is continuous as it provides information even from kindergarten to upper levels.
- Objective - Cumulative record should provide objective data about the student and it should be not influenced by personal feelings or opinions in considering and representing facts.
- Accurate - Cumulative record should present accurate information about student's performance, progress and achievement.
- Valid and Reliable - Information provided in cumulative record should be valid and reliable for use as wrong and unreliable information may leads to wrong decision making by the professionals.
- Usable - The most important function of cumulative record is its usability. Cumulative record is used by teachers and other professional experts for better understanding of student's academic, social and emotional life.
- Confidentiality - Confidential matters or records should be kept at a separate place.

### **Limitations of Cumulative Records**

The limitations of cumulative records are as follows:

- The cumulative record is of little use if information is not collected accurately and objectively.
- Making and maintaining of Cumulative record is a lengthy process which needs much time to be worked out.
- Cumulative records are prepared by different teachers therefore interpretation may differ.

## **4.0 PROFILES**

A student profile is a document that helps teachers to know the details about their students. A learner profile may include the information, such as: likes and dislikes, how the student likes to learn, life experiences, aspirations and passions, skills, strengths and interests, struggles or potential barriers to learning or it may include anything that student or teacher seems important. Teachers may use learner profile to develop an inclusive classroom, to build effective relationships to understand what technology or adaptations can be needed for individual students. As the learner profile highlights the potential

barriers to learners, it helps in making recommendations about what is needed for support learning.

Learners profile includes original and first-hand information prepared by students and teachers. It is a dynamic document updated on daily basis. This helps the teacher in understanding their students individually and to come up with the expectations of the curriculum. Individualized teaching strategies can also be selected appropriately to meet the diverse needs of the students. We can say that, it is the statistics of the class as it helps the teacher to sort, categorize and summarize the classroom data. It is the mapping of entire class in a nutshell.

### **Uses of the Learner Profiles**

**Uses for the Students:** A learner profile gives an opportunity to students to express who they are, express their aspirations and passions. As the learners profile is created by students, they develop a deeper understanding about themselves as learners i.e. they can reflect on what motivates them and also in knowing the challenges which they face while learning. It also helps in creating an opportunity for self-advocacy: in identifying the tools and in optimising the learning experiences through best learning materials and presentation.

**Uses for the Teachers:** A learner's profile helps the teachers and other stakeholders in knowing the interests and strengths of the students and also in knowing that how to build effective relationships with them. A learner profile assists teachers to recognise and remove potential barriers to learners. It offers a range of options for demonstrating thinking and learning. It support in positive transitions to new environments as it provides information from the students perspective.

### **What to include in Learner Profile?**

A learner profile (whether it is an official document or simply an inquiry by the teacher) can include:

- Important people in their lives
- Likes, dislikes, interests, hopes, dreams and things they avoid
- Things they are good at
- Life experiences (places, activities, kind of people they like)
- About their support team
- Things that makes it difficult for them
- How they describe and experience school
- Examples of support that have worked in the past
- How they like to learn and what helps
- What makes them excited
- What makes them frustrated and how they express this
- What they do when they need help

## **How to create Learner Profile?**

Learner profile can be created by the students or collaborating with teachers and parents. Before creating a learner profile, the purpose and the format of the profile should be discussed with the students and their parents. Various tools can be used for creating a learner profile such as word document, PowerPoint with images and videos, blogs, stories, pictures, diagrams, voice threads, discussions with a teacher taking notes, etc.

The most effective way to create learner profile is that-the students create their own profile. The students who create their profile can make use power point presentation, videos, letters, poems, etc. Both words and visuals can be incorporated in these profiles to describe the student. A variety of choices can be provided to students for getting the complete information about their learning style and preferences. Teacher gives a list of questions to students and then they respond to those questions by using a variety of tools like Google slides, Google forms, windows movie maker, piktochart (allows students to create infographics) etc. The responses through Google forms are collected in spread sheet which allows viewing individual responses too. Then this information can be used by teachers and students to know the strengths and weaknesses. While creating lessons, various learning styles can be considered and even the students can be grouped strategically. This will ultimately enhance the students learning and boost up the achievement level. Moreover, learning profiles are dynamic too; they change in response to on-going experience. Teacher has to create an environment and provide such learning experiences where there is enough flexibility and students feels engaged, welcomed and productive.

## **5.0 Summary**

These records can be the cause of excitement and pride as well as disappointment and frustration for children as well as their parents. These records may suggest that a child needs improvement in certain areas of study or in some instances; it may indicate a complex problem with learning. Parents and teachers need to understand that children have problems in school at one time or another e.g. some have trouble with a certain style of teaching while some struggle with a specific subject, some grades and transitions are tougher than others. Teachers have to make sure that the assessments are accurate and current reflection of students learning. Sometimes, certain students could not able to perform well which resulted in reduced grades. During that time, the teachers and parents should motivate children to obtain higher grades moreover their feelings needs to be respected. This is a team effort and all children should be benefitted by all the players working together.

## Quadrant-III

**Course Name:** Assessment for Learning

**Course Code:** EDU503

**Module Code:** AFL019

**Module: Reporting student performance: Progress reports, Cumulative records, Profiles and their uses.**

### Website links:

<http://www.yourarticlelibrary.com/education/guidance-in-schools/cumulative-record-card-meaning-need-and-other-details-with-specimen/63713>

<http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.612.224&rep=rep1&type=pdf>

<https://eric.ed.gov/?id=ED542797>

<http://www.yourarticlelibrary.com/india-2/education-india-2/cumulative-record-card-by-teachers-education/90049>

<http://www.ascd.org/publications/books/111011/chapters/Knowing-Our-Students-as-Learners.aspx>

<https://www.theedadvocate.org/heres-everything-need-know-learner-profile/>

<https://eleducation.org/resources/helping-all-learners-learning-profile>

<https://edpd593finalproject.weebly.com/>

### PPTs:

<https://www.slideshare.net/SudhirSingh46/presentation-on-cumulative-record-non-testing-technique>

[http://www.academia.edu/10101883/CUMALTAIVE\\_RECORDS\\_presentation](http://www.academia.edu/10101883/CUMALTAIVE_RECORDS_presentation)

## **Quadrant-IV (Self- Assessment)**

### **True & False Statements**

1. Cumulative record is the educational history with information about his school achievement, attendance, health, test scores and similar pertinent data.
2. The progress report is a monitoring tool that helps you to reflect on your progress.
3. Cumulative record is a complete record which includes student's educational progress covering students past achievement and present educational standard.
4. Progress report is an assessment that takes place at the end of a project or process, that conveys details

Answer-1-True, 2-False, 3-True, 4-False

### **Multiple Choice Questions**

1. Learner profile is most effective when prepared by
  - a. Teachers
  - b. Own
  - c. Parents
  - d. Peer group
2. What is not included in Learner Profile?
  - a. Important people in life
  - b. Life experiences
  - c. Religion and race
  - d. About support system
3. Learner profile helps the teacher, except
  - a. To develop inclusive classrooms
  - b. To find out what technologies needed
  - c. Need of the student
  - d. Activities for social welfare

4. Cumulative records are useful for, except
- a. Guidance workers
  - b. Counselors
  - c. Administrators
  - d. Teachers
5. Following are the principles of cumulative records, except
- a. Valid and reliable
  - b. Subjective
  - c. Continuous
  - d. Confidential
6. Progressive records provide following, except, of the student
- a. Insight of progress
  - b. Individual need
  - c. Important decisions
  - d. Past performances

Answers -1-B, 2-C, 3-D, 4-C, 5-B,6-D