

Assessment Policy

Continuous and Formal Assessment

Policy:

we believe that assessment for learning is an ongoing process that arises out of the interaction between teaching and learning.

Procedures: -

All performance assessment tasks are to be placed in the students' portfolios which are kept in class and given to students at the end of the year. - All unit tests are to be submitted to the Testing Department by the Subject Lead for scanning. - After tests have been scanned, they are returned to teachers to be sent to parents. - Unit tests will be administered in class during pre-scheduled periods. - An assessment schedule will be sent to parents at the beginning of each term. - Teachers will invigilate their own exams under the supervision of the section supervisor and Head of Section. - Testing accommodations will be made if deemed necessary by the Head of Section. - PE & Art will be assessed based on a holistic rubric used by the teacher throughout the term

Assessment guidelines:

- Subject Leaders must approve all assessments and answer keys before teachers administer any formal assessment.
- Class work and homework rubrics will be used to evaluate students' performance by the teacher, and they should be posted in all classrooms and in student copybooks.

Designing and administering formative (in class) and summative assessments (short tests) is the responsibility of all K-12 teachers.

- All performance assessment tasks must include an analytical rubric for students to refer to before, during, and after the assessment.
- Exam specifications (below) must be followed when writing summative tests.
- All formative assessments and performance-based assessments take place during regular class time. Short tests and final exams are scheduled by the Testing Department and follow a set assessment schedule. Weekly quizzes take place every Sunday.
- After assessments are marked by teachers, they should be turned in to the subject leader (along with data analysis sheet) for a cross-check and moderation. ☐ The analysis is then used to:
 - identify struggling or gifted/talented students ☐ identify areas that need re-teaching/enrichment
 - review curriculum plans ☐ modify content of instruction
- Tests/performance assessments are then submitted to the Testing Office within a week of the assessment administration date to be scanned and stored as soft copy on the server. These soft copies are archived in the school that can be referred to when parents have queries.
- Assessment hard copies will be returned to students by teachers to be placed in student portfolios. These will be stored at school and taken home by students on a monthly basis for parent signatures.

- In order for parents to monitor the progress of students on a continuous basis, the school portal provides students and parents a personalized opportunity to continuously and consistently follow up the academic performance throughout the year by displaying entered marks.
- Subject Leaders, Senior Leaders, and the Testing Department randomly check and scrutinize assessments as an extra measure to assure quality of assessments is up to par.
- Students will only be allowed re-sit assessments after providing the school with a valid medical/accident report.

Purpose:

To be read in conjunction with the Assessment Policy.

To provide information about the continuous assessment and formal test and exam regulations and procedures at UPS.

FINAL EXAMS:

- These exams are end of term summative exams administered to grades 4 – 12.
- Exams schedule and material required (skills covered by the exam) are handed out to students at least 10 days before the start of exams.
- Extensive book audits are conducted by the Heads of Sections/APs before finals to check that all students' books are checked and marked.
- Subject leaders delegate the writing of exams among their teachers for all grades 4 – 12 after carefully reviewing and making necessary amendments. They must turn in to the Testing Office multiple versions of each exam and answer keys in a soft and hard copy format.
- Subject Leaders and the Testing Department randomly check and final exams as an extra measure to assure quality of assessments is up to par. These exams are scrutinized carefully using evaluative rubrics and an exam specifications table.
- Subject Leaders and Heads of Sections/APs supervise the assessments marking and cross –checking. Exams and scoring /analysis sheets must be turned to the Testing Office within 24 hours of Exam administration for another quality control check and data entry.
- Marking and cross-checking is done at the school by committee and each Subject Lead is in charge of his/her committee. Heads of Section/APs oversee this process. Note: Teachers are not allowed to take any exams/tests home to check.
- Computer-based exams are marked automatically and results are sent to teachers along with question analysis for review and data analysis.
- After the exams are marked, checked, and data is entered, subject teachers should re-teach and review any concept/skill which students had difficulty with on their final exam based on the teachers' question analysis.
- It is against school policy for students to receive weekly quizzes and final exams.
- If parents wish to review their child's final exam, they will have to schedule an appointment with the Head of Section/AP

Policy Statement:

1. The assessments at ICS are based on continuous assessment of the students. The academic year is divided into three trimesters: first term, second term and third term.
2. Parents - Facilitators meetings will take place at least twice a year to discuss student progress, abilities, challenges, success, and grades.

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3. The syllabus and top UPS to be examined for each assessment along with a timetable of exam dates will be provided to the students at least one week before the assessment. Students must be made aware, throughout their learning, of the outcomes/objectives of the learning which will be examined, and how it will be examined (e.g. rubrUPS, assessment criteria).

4. Students, particularly in the senior grades, should be consulted on and given adequate notice of all forms of assessment. Wherever practicable, students should be encouraged to work in small groups, and to comment on each others' work in a constructive manner.

Tests and Examinations General Guidelines:

- Top UPS to be covered for each examination along with revision sheets will be provided to the students at least one week before the examination.
- Revision sheets for grades 1-6 can be solved in class.
- Revision sheets for grades 7-9 can be given to the students to solve at home.
- Facilitators always design and structure their examinations to recognize the different capabilities of students so as to allow those with the necessary basic skills to obtain passing marks.
- There are certain criterion for setting term exams and weeklies:
- The examination must be from the material given by the facilitators;
- Instructions must be clear and unambiguous;
- The questions must be varied in nature and indirect;
- The exam papers should be typed legibly;
- Pictures, diagrams and annotations must be clear and legible after photocopying;

Duration of the examinations should be accurately and carefully estimated.

- Both the Coordinator and subject facilitator are responsible for subject matter, and errors in the questions. The proofreading of typed tests, however, is the responsibility of the Subject Coordinator.
- Neither the Coordinator nor the subject facilitator is allowed to take a copy of the exam before the day of examination.
- All exams are controlled and kept in safe place by the Vice Principal and Senior Examination Officer.
- The mark allocated for each question or part of a question must be clearly specified.
- Parents of any students who are at risk of not passing in the final examination should be notified at least three weeks before the final examination.
- Overall responsibility for the coordination of examinations throughout the school rests with the Vice-Principal and the Examinations Officer.

Passing marks

- Passing marks in the subject of Arabic and Islamic studies for all grades will be 50% for grades 1 to 11 and 60% for grade 12. (Can change following ADEK regulations)
- Passing mark for Grades 1-9 in the subject of English, mathematics, General Science, Physics, Chemistry, Biology, Social Studies, Computer and all other subjects is 50%.

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mathematics, Physics, Chemistry, Biology, Sociology, Life Skills, Computer and all other subjects is 60%.

- A non-Muslim student is exempted from taking Islamic Studies, and his/her average will be calculated accordingly.

Promotion guidelines

In order to be promoted to the next grade, a student must achieve the minimum passing marks in all the subjects without exception. However, a “makeup” examination mark can be taken if a student in:

a) Grade 1-9

Fails in one subject and has more than 35 marks in that subject.

Fails in two subjects and has more than 40 marks in each of those subjects.

Fails in three subjects and has more than 45 marks in each of those subjects.

b) Grade 10-12

Fails in one subject and has more than 45 marks in that subject.

Fails in two subjects and has more than 50 marks in each of those subjects.

Fails in three subjects and has more than 55 marks in each of those subjects.

Retention: If a student fails in more than three subjects, he or she will have to repeat the year

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