



ASSESSMENT/EXAMINATION POLICY

Face to Face

(and Online when applicable)

**Honesty is always
the best policy.**

George Washington

Assessments and examinations are administered to all the students at a given time according to the guidelines and instructions from ADEK. We enjoyed students' and parents' cooperation for its implementation in order to come up with reliable results. It is understood by all that whether the assessment/examination takes place in the classroom or online at home, it is to be taken honestly and seriously so as to maintain the integrity of results. The school assessment policy is communicated to school community through the website, face book and MS Teams.

The Policy is composing of 3 important parts:

- A. Definition of Terms
- B. Procedures of Assessment/Exam (Before, During and After)
- C. IMPORTANT REMINDERS

TAKE NOTE OF THE FOLLOWING:

1. HONESTY AT ALL TIMES is valued greatly in APS. We trust that students will apply their high moral standards. Students are expected to comply and complete the test/s to the best of their ability as an independent learner and submit their test papers on time.
2. Students will be monitored during the exam to ensure the reliability of the test results. THEREFORE, CHEATING OF ANY KIND IS NOT ACCEPTABLE. VIOLATORS OF THIS RULE WILL BE DEALT WITH ACCORDINGLY.

A. Definition of Terms

The school uses a variety of formal & informal assessment techniques to measure learning including:

1. Diagnostic Test- it is performed at the beginning of each term. It helps teachers to be aware of what students know before beginning the unit.
2. Formative assessment: it is consistent and on-going, to guide students' development through teachers, self and peers. The result of formative assessment is used to adjust & alert the instructional methods to meet the students' needs. Formative assessments are not used only in calculating a grade for a student, but also to enable teachers and students to know where they are in their learning and what the next steps are needed for further improvements.

Teachers use a variety of assessment tools to know and identify their students' levels such as:

- Monitoring - assessing the student's participation and achievements (individually).
- Developing student's profile (including the SEN) and reporting systems that reflect the students' achievements to meet the individual students' needs as well as the school's standards.
- Other methods of evaluating programs to demonstrate their students' progress and attainment.

3. Summative assessment: grade (6--12) these are usually conducted at the end of term to measure the students' attainment, and evaluate the quality of teaching and learning and teaching expectations. It helps in comparing student's attainment and progress from year to year. This includes final exam, end of unit/term class project written tasks, reports and others.

B. PROCEDURES

STEP 1 - Before the exam (For teachers, Students and Parents)

The school communicates to parents informing them about the dates of the assessment/examination together with the timetable and the portions to be studied. Students revised with their teachers and parents are requested to assist their child/ren in the revision.

1. a. Teachers submit their exam papers plus the Answer Keys to the middle leaders to be checked then forward to the Vice Principal,, within a dedicated deadline,, for final checking, approval and printing.

1.b. Assessment papers are printed before the assessment date/s. After printing, the subject teacher is required to count the papers to make sure that the pages are stapled correctly then placed inside the brown envelopes.

1.c. The teacher fills up the required information on the envelope then affix his/her signature signifying that the contents of the envelope were checked.

1.d. For safe keeping of the assessment envelopes; these are placed in the principal's office.

❖ FOR ONLINE CLASS (If Applicable)- Students and parents are advised

a.) to choose a comfortable and distractions'- free area in the house where to take the test.

b.) to check gadgets or devices are charged and internet connections are working.

IMPORTANT: Students using tablet, I -pod or mobile have to provide a separate camera (not the camera of the mobile, tablet or i-pod). Parents have to understand that these gadgets do not provide a visual image when used with MST forms and that monitoring while the test is going on is not possible.

Step 2 - (During the assessment/Examination day)

2.a. On the assessment day, the envelopes are collected by the supervisors from the vice principal office and distribute to the corresponding invigilators.

2.b. Invigilators are NOT allowed to be doing anything except to watch the students taking the assessment to avoid any incidence of cheating.

2.c. A MUST to be written on the board of each examination rooms are: the date and the subject, time duration of the assessment, the number of students present and the number of student absentee/s.

2.d. Students are seated apart and unnecessary talking is not allowed in the examination room/s.

2.e. Students are not allowed to bring with them anything on their seats except their pen/pencil and bottled water. Official sheet of papers are provided by the invigilators if the student needs extra paper. Calculators are allowed only from grade 9 onwards.

2.f. Students are allowed to submit their papers 30 minutes before the allotted time if they have already finished.

2.g. Students are repeatedly reminded that CHEATING IS STRICTLY PROHIBITED. If caught cheating, or caught in the act to cheat, the student's paper will be confiscated and shall not be allowed to take the assessment anymore. His/her case shall be dealt with accordingly by the administration and parents will be called when necessary.

❖ FOR ONLINE CLASS (If Applicable) During the exam -

- a. Parents are advised to allow their child/ren to take the test by themselves and NOT to interfere.
- b. For most classes, exams will be using the MS Teams/Forms platforms and links will be sent on the exam time.
- c. Be punctual and start the exam on time with your classmates.
- d. Follow test instructions.
- e. Cameras and audios shall be opened by the students during exam for monitoring purposes.
- f. Sharing invitation links or leaking exam papers and questions or cheating of any kind is not allowed at all.
- g. Students are required to finish their exam and NOT to leave the exam session until answers are submitted and the teacher has received it.
- h. Technical issues like Internet connection; the student has to contact the teacher immediately.

Step 3 (After the assessment/examination)

3.1. After the assessment/examination, the invigilators count the papers, and place inside the envelope. Absentee is reported to the supervisor.

3.2. The supervisors will submit the assessment's envelope to the Vice- Principal's office, together with the names of the absent students.

IMPORTANT REMINDERS

1. If a student has missed the test, for whatever reason, the student or the parent should inform the teacher and the teacher will inform the office. Absence during examination is not allowed unless the reason/s is acceptable.
2. In case of illness, a medical report is required.
3. Re-sit exam dates will be determined. Students who will take the re-sit exam will be informed.

Marks Distribution

Marks distribution varies. See Promotion and Retention Policy

Recording Students Progress

All assessment/examination data is recorded in our school system for future references and analysis. Teachers keep and maintain accurate records of their students.

Annual Reporting Cycle

Students receive their progress cards during each term and report card at every end of term. Parents' meetings are scheduled termly to hear their voices about their children's performance in school.

Monitoring and Review:

This policy is reviewed and monitored on a yearly basis by the Principal and Review Committee

This policy has been discussed and agreed for implementation.

Approved By:

MS. AMIRA GAFER GORAI SH
APS Principal

