



APS Marking and Grading Policy

APS Policy
Sep .2024
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1. Purpose

This policy ensures that marking and grading at Al Adhwa Private School (APS) are:

- Consistent, transparent, and aligned with ADEK and international accreditation standards.
- Reflective of student mastery of curriculum standards and learning outcomes.
- Designed to promote fairness, academic integrity, and continuous improvement in teaching and learning.

2. Scope

Applies to all APS students from **KG to Grade 12** across all subjects, including core, elective, and AP courses.

3. Guiding Principles

- Grades reflect **achievement only**, not behavior, attendance, or effort.
- Teachers use a balanced approach incorporating both formative and summative assessments.
- Assessment data is moderated and analyzed to ensure accuracy and comparability.
- Feedback is timely, constructive, and linked to improvement strategies.
- All grading practices comply with the **ADEK policies on Inclusion, Educational Risk, and Student Protection** policies.

4. Marking Guidelines

Grade 1 to 5:

Students normally progress annually from one grade level to next. The focus is on continuous growth, mastery of foundational skills, and individual learning progress rather than grades/ level retention. Academic challenges are addressed through support and retention. Teachers use continuous assessment (Formative and Summative assessment) to monitor progress in all subjects. At the end of the academic year, students are promoted to the next grade unless exceptional circumstances arise.

a. Formative Assessment

Purpose: Used to guide instruction and support student progress.

Includes: Classwork, quizzes, tasks, Homework and project work.

Marking requirements:

- Rubrics align with curriculum standards.
- Results are recorded in objectives and skills tracker forms.
- Feedback includes next steps for improvement.
- Data is analyzed across subjects to inform targeted feedback.

b. Summative Assessment

Purpose: To evaluate mastery at the end of a unit, term, or year.

Includes: Check points, end-of-unit tests and term assessment.

Marking requirements:

- Assessments align with curriculum standards and Depth of Knowledge (DOK) levels.
- Results are recorded in school excel sheets.
- Data is analyzed across subjects to inform targeted feedback.

➤ **Grade 6 to 12:**

Formative Assessment (40%)

Purpose: To guide instruction and support student progress.

Includes: Classwork, quizzes, Homework, tasks and projects.

Marking requirements:

- Results are recorded in objectives and skills tracker forms and the e-grading system.
- Data is analyzed across subjects to inform targeted feedback.

b. Summative Assessment (60%)

Purpose: To evaluate mastery at the end of a unit, term, or year.

Includes: Semester Assessment and End-of-Semester exams.

Marking Requirements:

- Assessments align with curriculum standards and DOK levels.
- Data is analyzed across subjects to inform targeted feedback.

5. Moderation and Standardization

To maintain consistency:

- **Pre-moderation:** Tasks are reviewed before administration to ensure validity and alignment.
- **Post-moderation:** Random samples of student work are cross-checked among teachers.
- **Calibration:** Conducted termly to align expectations across grade levels.

6. Recording and Reporting

- Teachers enter marks into the school's e-assessment system.
- Report cards reflect academic achievement only (via ESIS).
- Progress reports include indicators for learning goals, targets, and behavior.
- Parent–Teacher Conferences provide opportunities to discuss results and improvement targets.

7. Inclusion and Accommodations

- Assessment modifications and accommodations must align with the **APS Inclusion Policy**.
- Accommodations ensure equity, not advantage.
- All accommodations are documented and approved by the Inclusion Team prior to assessment.

Grade 6-12 Marks distribution and Weight

Formative				Summative		Formative Weighted Score (40%)	Summative Weighted Score (60%)	Total 100
Class work	H.W	Quiz	Project	Mid Semester Asst.	End Semester Asst.			
10	10	10	10	20	60			

Grade 9 to 12

American High School Grade Conversion Chart

Letter Grade	Percent Range	GPA (4.0 Scale)
A+	97–100	4.0
A	93–96	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	75–79	2.3
C	70–74	2.0
C-	67–69	1.7
D+	65–66	1.3
D	60–64	1.0
E/F	< 60	0.0

Adminstartion

Approved By:

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