

**New  
Academy  
School**

**Assessment  
Policy**

Version – 4.0

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### 1a.Purpose of the policy

The chief purpose of assessment is to inform teachers, administration, students and parents about assessment procedure in NAS.

### 1b.Policy Statement

- To assess how well a student has grasped & can apply a concept or knowledge
- To enable the teacher to identify & then rectify educational weaknesses & to build on strengths
- To motivate students through positive feedback & reinforcement
- To inform students & parents what exactly needs to be done to improve
- To satisfy curriculum, Accreditation & MOE/KHDA requirements

### 2a. Purpose of assessment

Assessment promotes effective teaching and learning. It determines the learners' levels of understanding and allows them to reflect on their learning. Assessment informs parents and enables them to better support their children.

### 2b. Assessment

A process of finding out what students already know, what they have learned, how they have learned it and how they apply it, against the standards which are derived from the curriculum.

Attainment: is a point –in- time measure that evaluates how well students perform against a given standard (our FW refers to: standards established for the National Agenda Parameter and grade appropriate curriculum standards).

Progress: if over the given period of time , students at least retain their level of attainment , defined by the given curriculum standard, or improved it.

## 1. Entitlement

### A- Procedures for Preparing Internal Examination Papers

	Issue	Policy	Action
	<b>Entry level test</b>	Entry level tests will be conducted at the beginning of the academic year for core subjects. It can be either teacher prepared diagnostic assessment or CAT4.	HOD/AC



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1	Accuracy & Appropriateness of Exam Content	1. It's the responsibility of & TL/HOD to check for any content mistake or missing part of the exam papers 2. <b>AC + HOD/TL should check all exam papers</b> & formal Quizzes prior to photocopying.	TL/HOD AC
2	a. Computer system	Data analyst will ensure the system is ready for mark entry by start day of exams. Excel sheets will be provided when necessary.	Data Analyst
3	<b>Exam Days; Elementary</b> Section End of Semester /Year Exams	1- HOD/TL are responsible for checking, finalizing, approving & photocopying exams. Soft & hard copies will be forward to AC. 2- Exam papers will be photocopied in the main photocopy room & stored in AC office locked up. 3- The Exam day Supervisor -E will collect exam papers from Test administrator at 7:30am to distribute them. 4- Between 10:30 am and 11am, Teachers will collect and send completed papers to Test administrator /AC office. 5- At 11am, TL will start correction in Grade teams (HOS needs to know the locations) 6- Marks need to be on the system by latest 72 hours after the exam date.	HOD/TL AC  Test administrator  HOS-E
4	<b>Exam Days; Mid-High</b> End of Semester 1& 2	1. For end of semester 1 & 2 exams, HOD needs to collect the draft exam papers from teachers and to send final exam soft & hard copies to AC. 2. HODs are responsible for photocopying exams and sending them to AC. 3. On the day of the exam invigilators will meet Test administrator in AC room at 7:30am to take their rooms exam envelops. 4. Between 7:30am and 11am, Invigilators will return back papers to Test administrator in AC office. 5. At 11am, HODs/ <b>teachers</b> will pick up the exam papers and start correction in allocation given by AC. (HOS-M&H needs to know the locations)	AC, HOD Supervisors HOS-G/B Test administrator
5	Marking Criteria	Within the expectations of the school's assessment policy, each department will identify a consistent, specific marking criteria & break-down of the marks, before the exam is photocopied.	
6	On the day	1. G1-2 - Tr. will read the exam paper to the st. from the Interactive board, page, by page, if required. 2. G3- 4 –will read full exam paper, and ask for help if needed. 3. G5-12 – Students will read through the paper independently. Proctors may check st. queries relating to possible typing errors or unclear copying within the first 10 minutes only. No other question will be answered by any proctor.AC must be called for any concern /question.	
		5.G6-12 classes will be mixed so that st. will not be seated next to a st. of the same 6. ELL/Parallel st. may receive reading support. They should be seated at the back of the exam room, or in a separate room. 7. Elementary. ATs will not invigilate with their own class or grade. 8. Once st. has completed the paper, the invigilator will check that the st. has named his/her paper, then fold & staple the exam paper corner. <b>Ele. Invigilator initials paper. M-H invigilators sign the envelope of papers.</b> 9. St. names are written on the cover sheet only. 10.HOSs- will send all absent students names to AC on same day.	HOSs, AC



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7	Passing Grades	1. G3-12: Passing grades for G3-12 is 60% 2. For End of semester exams, rounding up is as follows: <b>*For G3-12; 58 &amp; above, round up to 60</b>	G3-12
8	Presentation	1. Exam papers should be typed & presented neatly. 2. A consistent cover page should be used for end of semester exams, as approved by AC/QAT	AC/QAT
9	Quizzes	Quizzes are set by teachers (soft copy to HOD) according to curriculum requirements.	Tr Coor./HOD
10	Writing Exam Papers	1. Team teachers will set the Exam papers as delegated/agreed by Coordinators /HOD. 2. Ele. teachers send their paper to Coordinators. HOD & Coordinators work together to ensure paper is appropriate, professionally presented & comprehensive. 3. Exam content will reflect curriculum taught standards. Parallel teachers will discuss exam content to ensure that exam paper reflects what has been taught across the grade. 4. The Teacher writing the exam should write the paper before it is sent for photocopying, to test the length of the paper (usual guide is Tr time, x3 for st) to ensure average st. will complete it within the allotted time. <b>Coordinators /HOD (plus Ele Arabic/Islamic Subject Coordinators) needs to follow this up.</b> 5. <b>Coordinators &amp; HOD may make required changes to exam content/layout as required.</b> <b>Teachers do not need to see the final version of the exam</b>	Coordinators HOD Teachers

## B. Printing out Reports (2 full Reports per year)

	Issue	Policy	Action
1	Accuracy of Grades	Marks recorded must be a true & accurate record. HOS & AC will meet & discuss HODs queries/issues relating to passing/failing any borderline student at end of year.	HOS, AC, HOD
2	Entering Grades for Ele. Reports	1. A draft copy is sent to HOS-E & Coordinators for checking and correcting any mistakes. 2. <b>HOS-E, M, H will inform AC/data analyst of any misprinted Report or absent student.</b>	HOS-E,M,H AC
3	Fee Defaulters	1. <b>The accountant must send an updated list of fee defaulters to AC and HOS before any PCM</b> 2. Fee Defaulter Reports are given to Accountant before PCM 3. Fee Defaulter Reports & grades must not be discussed with parents. Teachers may discuss general progress & targets only	HOS Accountant Trs
4	Report Distribution	1. Data analyst sends prepared Report cards to HOS-E by 12pm on the PCM day 2. Middle-High Reports go to Admin/Support staff giving out the Reports at PCM 3. Any Fee Defaulter Reports that have fees cleared just before PCM are returned back from Accounts to HOS-E/data analyst. 4. Reports not collected on PCM will be sent home with the students the next working day with a note in the students' Agendas (Ele)/SMS. 5. <b>Reports will not be given out prior to PCM</b>	HOS-E Accounts Admin. Officer
5	Updating Class lists	1. Registration department to ensure Data Analyst /AC receives an updated students list to update the system "Add or remove student names" for Report generation	Registrar AC



### C. General Issues

	Issue	Policy	Action
1	Assessment Strategies	<b>1. Assessment techniques and question styles must be familiar</b> to students. Teachers should familiarize students with a range of assessment & questions styles throughout the year, including challenging, higher order thinking, open-ended questions according to curriculum requirements. 2. New assessment techniques & questions styles should not be introduced for the first time in an exam paper (differentiation is required). 3. <b>Exam generators should only be used with HOD approval.</b> 4. <b>Teachers should solve the exam questions &amp; write a comprehensive answer key before sending the exam for photocopying.</b>	All
2	Cheating	<b>1. No exam paper, either whole or in part, is to be distributed to, or discussed with Students /parents or other teachers not directly involved, prior to any exam.</b> <b>2. Revision papers are not to be identical or near identical to the exam paper.</b>	All
3	Confidentiality	1. It is strictly not allowed to tell students or parents about the test results prior to Publishing of Reports at PCM. 2. If there are particular issues raised by parents, please ask them to discuss with AC.	AC
4	Differentiated Papers	<b>Exam papers should be differentiated</b> to give results that follow the normal distribution curve (ie. some Qs for bright, some for average & some for weak students)	All
5	Exam Question Queries	1. Students are given <b>a short time to check through the exam paper for any confusing Questions &amp; ask for clarification, at the start</b> of the exam. After that there will be no asking/answering questions. 2. KG-G4 Elementary students will have the paper read to them once at the start of the test, then they are left to work independently. 3. ELL/SEN students may receive additional time or support as agreed by AC & VP	All  KG-G4  AC, VP
6	Invigilation	1. Invigilation duty must be done punctually. Teachers should patrol actively & not chat to colleagues. Staff phones must be on silent. 2. No talking is allowed by students during exams, except to invigilators in case of emergency. 3. G3-5 students will stay in the exam room for the full duration of the exam. 4. G6-12 students must stay in the examination room for at least 3/4 of the allocated time, or 50% of the time allocation, whichever is longer. 5. <b>Ongoing Quizzes etc. can be redone only if the student was absent with a Medical Certificate. It is prohibited to give a student a re-sit to upgrade marks (unless approved by AC/VP).</b>	Trs.       AC/VP



7	Missing Exams	<p><b>G6-12 Students providing a medical certificate may be allowed to catch-up missed exams. HOS to set the date &amp; schedule &amp; inform AC.</b></p> <p><b>Grades 1-2:</b></p> <ol style="list-style-type: none"> <li>If the student is absent on the test/ exam day, teachers (all subjects including class teachers) should send a note to the HOS requesting their follow up with the parents, HOS should keep AC informed about the correspondence with parents. <ol style="list-style-type: none"> <li>If the student was absent due to some sickness reasons, parents are expected to submit a medical certificate to HOS within 5 working days (week), then the HOS will send a written permission for teachers to repeat the test, HOS should keep AC informed about this.</li> <li>If the parents fail to submit a medical certificate during the assigned period of time (either they don't have one or even they didn't send the child to the doctor, just gave him/her some medicine at home), a written request should be submitted by the parents, then the matter should be discussed between AC and HOS, and the they can take a decision in consultation with the class teacher (as they might know the work habit of the child better).</li> <li>If the child was absent for no medical reasons, please follow same steps as (b).</li> </ol> </li> <li>We should repeat all missed quizzes and exams for all absent students (once it is approved), they should be no reason for not being able to repeat the test/ exam from the school side, however, if the HOS and AC decide that the school will take the average to compensate for the missing mark; then we need to take the ongoing average (/50) to compensate for the end of semester exam (if the child missed the end of semester exam), and we should take a ratio function to calculate the mark of the missed quiz based on the student's marks in the other ongoing assessment marks (HW, CW, Projects,...).</li> </ol>	HOS,A C
		<p><b>Grades 3-5:</b></p> <ol style="list-style-type: none"> <li>1.a (same as Gr.1-2).</li> <li>A student who missed the end of semester exam (for approved medical reasons) is expected to do it even if it has to be done during the first week of the next semester (once it is approved to be repeated by AC and HOS), if the child was absent for no medical reasons (and the reason was not accepted by HOS/ AC), or the child failed to do the re-sit exam or even if the parents refused to send the child to the re-sit exam, the child should get zero mark for this particular exam. <b>NO AVERAGE SHOULD BE CONSIDERED WITHOUT VP APPROVAL.</b></li> <li>A student who missed to do a quiz (or the quiz if it is only one as per the assessment policy for each subject) should be able to sit for catch up quiz within 5 days once it is approved by AC/ HOS (medical or other approved reasons based on written request from the parents), if the child was absent for reasons that are not accepted by AC/HOS after discussions with parents, then the child should get zero in this Particular quiz.</li> </ol>	VP
8	Parents	<ol style="list-style-type: none"> <li>Parents can see the papers in school in presence of HOS or AC.</li> <li>All quizzes should be corrected and sent to parents within 48 hours of the quiz.</li> <li>Parents should be informed in advance via the HW website about any quiz that carries marks on the ongoing assessment record.</li> <li>Parents can see the mid-year and final exam papers in school in presence of HOS or AC.</li> <li><b>A copy of Elementary Final Report is kept in students' portfolios.</b></li> </ol>	AC HOS  All KG-G5





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9	Revision	<p>1. Revision will be held during the week prior to exams, during normal lesson times.</p> <p>2. Afternoon catch-up or revision classes may be arranged prior to an exam by HOD/HOS/AC if students have missed teaching time due to school related issues.</p> <p>3. Review/revision papers should not be a duplicate of Exam paper/questions. These should cover the skill/concept or testing style only.</p> <p>4. Revision/review worksheets could be provided if the topics to be tested were covered in the previous semester.</p> <p>5. Exam portions should go home &amp; be posted on the HW website prior to end of semester &amp; Year exams.</p>	Trs HOD/HOS/ AC
10	Seating Arrangements	<p>1. G3-5 students will be distributed between classrooms so that they are not sitting next to any student taking the same exam.</p> <p>2. G6-12 students will be distributed between classrooms, auditorium &amp; special rooms so that they are not sitting next to any student taking the same exam.</p>	G3-12
11	Special Needs Students	<p>1. <b>Special needs students</b>, as per SEND recommendation &amp; HOS approval, will <b>receive additional support</b> as appropriate in a separate room. For End of semester &amp; Year exams they will do a differentiated paper. Assessment grades should reflect any support given – as per agreed Grade/Subject policy.</p> <p>2. During Ongoing tests/Quizzes in Elementary, <b>any extra help provided to any G1-4 student for reading/explanation should be written on the paper of the student.</b> Target to improve independent test taking skills should also be mentioned after corrections. <b>Assessment grades should reflect any support given</b> – as per agreed Grade/Subject policy</p>	SEND HOS  G1-4
12	Storage of Papers	1. End of Year exam papers will be kept in school for one full academic year (ie. until June of the following year), after which time they should be recycled.	AC
13	Timings of Exams	End of Semester 1&2 exams will not start before 8:30am	All
14	STUDENT PROMOTION AND RETENTION	<p>1-If a child will fail in <b>three major subjects (Math, English, Arabic) OR more the student must has to repeat year (Gr.4-12).</b></p> <p>If a child will fail in three subjects OR more will have to sit for make-up exam (Gr.4-12). Grade level promotion and retention is based on academic performance at the end of each academic year with KHDA approval. Ministry of Education does not allow students in grades 1, 2, or 3 to be retained in the same grade. Students in grades 4-12 can repeat the same grade if the grade level promotion criteria is not met.</p> <p>2- If a child fails in three subject (any subjects except the combination metion in point 1, for example 2 major,1 minor).</p>	P/AC

#### D. The Grading System

- ❖ 2019-20
- ❖ Gr.3-12: Passing marks / 60. Expected level is (70-79)
- ❖ Grade Slab 2019-20:



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Letter Grade	Percent Grade	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+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
D-	Below 65	0.5
E/F	Below 60	0.0
AP/ IB courses	An addition of 0.25 to the standard weighting	

## 2. Responsibility

The Assessment Department of the school is responsible for ensuring that NAS Assessments promote effective teaching and learning.



### 3. Appendix

#### APPENDIX – FORMS

##### a-End of Semester, Exam Submission form

HOD's Name	Department	Date	Hard copies of Exams	Soft copies of Exams	Answer keys (Done)	Grade	Signature	Comments

##### b-Absent During End of semester Exam /Make –up exam follow-up

Supervisor's Name	Student Name	Date (when he/ She was absent)	Grade/Class	Subject	Reason (Why He/ She was absent in Exam)	Follow-up details (phone calls, emails etc)	Make-up exam (Done /Not Done)	Comments (Evidence submitted)	Supervisor's Signature

##### c-Daily Exam Making Form

Teacher 's Name	Subject	Date	Grade /Class	Taking for correction/ time& Sign	Returning back after correction same day/ Time &Sign	Comments

##### d-Exam Marking Completion form

Teacher's Name	Date	Subject	Grade	Exam Status (Complete OR Not complete)	Delta Document Submitted to HODs	Teacher's Signature	HOD's Signature

##### e-Final Exam Marking Location (Gr.3-12)

Department/team	HOD/TL	Location	Time in	Time out