**5.14 : Assessment Policy**

Assessment in our school is about building a picture over time of a child's learning progress across the curriculum. The teacher uses different ways to gather evidence about *how* and *what* the child has learnt. This information is used to evaluate the child's current learning, and to help make decisions about next steps for future learning. At Iqra English School two types of assessments are used to assess students' progress.

A: Summative Assessment

B: Formative Assessment

English, Maths, Science, Arabic, Islam, Quran, ICT, and Qatar History, are assessed through Summative Assessment. Social Studies, Art and P.E are assessed through Formative Assessment.

No revision sheets are provided just before the assessment. Only one type of assessment is used for all the students. Differentiation is done within the assessment. Assessment questions are targeted for the following levels of students:

20% High,   60% Medium,    20% Low

Assessments are taken in accordance with the published assessment schedule given out at the start of the Term. The following are the frequency of assessments per term per subject:

| Subject | TERM 1 | TERM 2 | TERM 3 |
|---------|--------|--------|--------|
| English | 2 | 2 | 2 |
| Maths | 2 | 2 | 2 |
| Science | 2 | 2 | 2 |
| Arabic | 2 | 2 | 2 |
| Islamic Studies | 1 | 1 | 1 |
| Quran | 1 | 1 | 1 |
| ICT | 1 | 1 | 1 |
| Qatar History | 1 | 1 | 1 |

**English, Maths, Science and Arabic are the core subjects.**

**English:** 15% of Weekly Spelling Test and 85% of assessments are included to get the final result for the Term Report.

**Maths:** 15% of Weekly Mental Maths Test and 85% of assessments are included to get the final result for the Term Report.

**Arabic:** 10% listening, 10% speaking, 10% reading, 10% spelling, 60% general assessment including writing.

**Science:** 85% for two assessments, 15% for Project (only for year 3 toYear 6)

**Islam, Quran, QH , PE and ICT are non-core subjects.**

**Islam:** 15% marks for Quran tests, 10% marks for project, 75% marks for assessment
**Quran:** 15% marks for weekly Quran tests, 85% for assessment
**QH:** 15% marks for project and 85% marks for assessment
 **ICT:** 85% for assessment, 15% for Project (only for year 3 toYear 6)
**Social Studies:** Marks are split between, homework, indiviudal and group project work**.**

Formative assessments are used for Art and P.E. Objectives are defined at the beginning of each term for these subjects. Students are assessed according to those objectives.

When incorporated into classroom practice, the formative assessment process provides information needed to adjust teaching and learning while they are still happening.  The process serves as practice for the student and a check for understanding during the learning process.  The formative assessment process guides teachers in making decisions about future instruction.  Here are a few examples that may be used in the classroom during the formative assessment process to collect evidence of student learning.Observations, Questioning, Discussion, Learning/Response Logs, Graphic Organizers, Peer/Self Assessments, Practice Presentations, Visual Representations, Kinesthetic Assessments, Individual Whiteboards, Four Corners, Constructive Quizzes, Think Pair Share, Appointment Clock, As I See It

Assessments are kept in assessment file in the class. Parents are informed of the marks obtained through H.W. diary. Teachers file the assessments in individual student assessment files. Subject teachers are responsible for filing the assessment of their subject. Assessments files should be used during Parent Teacher Meetings as reference to student's performance. At the end of the academic year, these assessment files are handed over to the Resource Coordinator for storage.
Assessments are not repeated. In case a child misses his/her assessment due to  exceptional circumstances; assessment repeat request should be submitted to be reviewed by the management.

**Assessment Repeat Request Procedure**

a.  If the child has missed any assessment, a **note in the diary** should be written by class teacher/ subject teacher stating that the child has missed the assessment. In order to request for repeat, assessment repeat request form should be collected from the school administration by the parents.

b.  If parents send a medical certificate, still the form needs to be taken and filled by the parents for requesting a repeat of the assessment. Parents should be aware that providing a medical is **NOT** a guarantee that the assessment will be repeated. Medical certificate or any other evidence should be attached to the form.

c. The staff should be aware that the assessment will not be automatically repeated upon receiving a medical certificate. The class teacher/subject teacher will wait for formal approval from the principal before repeating the assessment.

d. After the parents have filled their part and returned the form, the school secretary will get the form completed by the concerned teacher and complete the attendance history of the student.

e. The completed form should then be given to the Principal for approval.

f. The assessment repeat request form is sent back to the social worker, who will inform the parents and the concerned teacher of the decision and record it in writing on the assessment repeat request form.

g. Original form will be filed in the student's file. No form will be sent home after approval.

h. In case of approval, new date of assessment should be mentioned in the homework diary by the relevant teacher.

i. If there is no response from the parents for the collection of the form, the teacher should not do anything further. The Student will be awarded zero in the assessment that she/he has missed.

j. In case the child is a bus rider and parents inform that they can't come to school to collect the form, subject teacher should send the form through the homework diary. Parents should fill it and return. Same procedure will be followed.

k. If a child has applied for leave, and an assessment is falling during this time period, leave as well as assessment repeat form needs to be approved by the Principal.

**Assessment invigilation guidelines**

- Implement the code of conduct for students during examination.
- All invigilators must report on time to the respective classroom.
- Assessment papers should be provided by the year group leaders or coordinators.
- Invigilators must maintain silence during the assessments.
- Mobile phone should be on silent mode and class intercom should not be used by the invigilators during the assessments except for contacting management in case of any doubts or emergencies.
- Distribute the assessment papers to the students and ask them to write full name on the front page. The invigilators/class teachers will write the names for year 1 and 2 students.

- Check the attendance and fill the information on the assessment envelope.

- Invigilators must watch the students continuously and should be vigilant. Please take regular rounds of the classrooms to prevent indiscipline / copying.

- Students should not leave the classroom during the assessment period except in case of a medical emergency or urgency.

- Invigilators should read the whole assessment paper once for all students of year 1 to year 3. For year 4 to year 6, invigilators can assist any students who struggle in reading the question.

- Invigilators can help the students in understanding a question, but they should refrain from using examples or hints.

- Invigilator should check all pages of the assessment paper to ensure that the student has not missed any question, in case any student is unable to answer a question/s, a note regarding the same should be written by the invigilator.

- Invigilator is responsible for collecting and counting all assessment papers and for subsequent submission to the phase leaders or coordinators immediately.

- Invigilators must not carry out any other task during assessment such as working on computer or marking books etc.

- All students should be given fair and equal opportunity to complete the assessment paper. If any students are unable to complete the assessment during the allocated assessment period, the invigilator must notify administration immediately.