

# Assessment and Grading Practices Policy

## Table of Contents

Terms	1
Purpose	2
Objective	2
Scope	2
Distribution	3
Aims and Principles	3
Methods	5
Designators and Valid Grades	5
ABSENT as a feedback	5
N/A	6
Continuous Assessment Policy	6
Rationale	6
Project Grade	6
Assigning of Grade	7
Exemption from assessment	7
Cheating and plagiarism	7
Extraordinary Circumstances	8
Extensions	8
Disclosure of grades	8
School Based Assessment, Internal Assessments and Projects in general	9
Issue of receipts	10
Consequences for late submission	10
Withholding of Grades	10
Conflict of Interest	10
Standardisation	10
Scales	11
Other Symbols	12

## Terms

The School – St Jago High School

Parent – in this document parent shall refer to the biological parents provided they are not by law removed from the student, and any guardian duly certified and on record at the school providing that such guardian is above the age of 18 and is not enrolled as a student at any secondary institution.

Student – any person enrolled at St Jago High School.

Teacher – any person employed or contracted by the School to administer a course of education to students.

Faculty – all teachers and any other person concerned in the process of education, this includes the Management Committee, Board of Governors and Education Officers.

Head of Department – a teacher with responsibility for supervising the conduct of education within a given subject or discipline.

Assessment- Process of collecting information on student achievement and performance to inform instruction and improve student performance. Often involves judgment of how well a student has done based on a number of indicators (evaluation).

Grading- The process of applying a grade (letter, number, percentage) which represents the quality of student performance.

Grade – the value assigned as representing the quality of the student's performance in a single instance or over a period of time.

Home work – an individual work assigned to student to be completed away from class, and due the following class unless otherwise specified.

Class work – any individual work assigned to student to be completed during a class session.

Course work – any class work, group work, group class work, group home work done in the same term.

## Purpose

The School's Assessment and Grading Practices Policy sets out the principles and key elements that should characterize the assessment and grading of student.

This policy provides guidance to students, faculty and parent on the School's systems and expectations regarding assessment, grading, and reporting. Clarity and consistency in these practices

support effectiveness in teaching and learning and provide reliable information to students. Information on student achievement also supports decision making by stakeholders.

## Objective

The aim of this policy is to provide a standard and consistent manner for the assessment of work done by students.

The policy will serve as a guideline for teachers in assigning grades as a means of feedback for student performance.

The purpose of the School Assessment and Grading Practices Policy is to ensure:

- that assessment and grading practices across the School are consistent and reflect appropriate academic standards
- that student performance is evaluated in a manner that is fair, accurate, consistent, and objective and in compliance with these academic standards.
- that the academic standing of every student can be accurately assessed even when conducted in different department of the School and evaluated according to different grading scales.

## Distribution

This policy is intended to guide teachers, student and parent and is intended to be available all stakeholders.

## Aims and Principles

The purpose of grading work is to provide stakeholders with an evaluation of the student performance and progress over a period of time.

Procedures and decisions at St Jago High School:

- Treat all persons fairly and respectfully.
- Are non-discriminatory and non-intrusive.
- Incorporate open, honest, and timely communication.
- Are made in a timely manner.
- Provide appropriate confidentiality and privacy.
- Ensure that all persons have access to informed support regarding policies, procedures, rights, and responsibilities.
- Operate with clear written expectations for conduct and handling of complaints.

- Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.

The following principles guide assessment, grading, and reporting processes at St Jago High School:

1. Student learning is assessed fairly and without discrimination or disrespect.
2. Student learning is assessed on the basis of the stated learning outcomes
3. Teachers transform learning outcomes into dependable assessments that yield accurate information on student achievement.
4. Students are informed about the assessment and grading practices to be used
5. Optimal learning takes place when students are actively involved in assessment processes (for example, self-reflection, peer feedback, checklists, and rubrics).
6. Continuous assessment is an important part of constructive learning processes that requires consistent and timely feedback. This helps students to gauge their progress and to form goals and action plans to improve academic performance.
7. Through periodic assessment, the teacher can adapt to the learning needs of students in a timely way helping to improve teaching and learning in a course.
8. Grading of a student's performance is based on a variety of assessment tools (for example, assignments, projects, performance-based tasks, portfolios, interviews, presentations, quizzes, tests, and final exams) since any one assessment of student learning is incomplete and imprecise.
9. Assessment results and grades may be assigned in reference to how each student is progressing toward established criteria (criterion referenced) or in reference to how they are progressing relative to their peers (norm referenced).
10. Grading differentiates levels of student performance consistent with the philosophy and practice of student assessment in the various programs in the School.
11. Grading is applied in a fair and consistent fashion from student to student in a class, and from class to class within a subject.
12. Grading practices promote consistency of School-wide academic standards across subject and time.

## Methods

St Jago High School uses the following grading methods of communicating feedback

- Percentage grades – a numeric evaluation of a student ranging from 0 to 100. The grade assigned is determined solely from the work marked. Zero (0) generally indicates no work was done or that none of the work done met the testing objective. 100 indicates that the student met all the testing objective and aside from the possibility of minor mistakes responded correctly to all tested items.
- Letter grade – A letter grade is a scaled presentation of student performance. The grade is represented from A to F. A letter grade is usually assigned from the combined results of more than one pieces of work.
- Grade point – A grade point uses a 4.0 scale to present student’s overall performance. Grade points are only presented at the end of a term or as a cumulative average over several terms.
- Decile grade – the decile grade or bands of 10% scale is only used internally for statistical presentation of student performance. Student’s performance is divided into 10 groups (0 to 9) with 100 being placed in the 9<sup>th</sup> and heights group.

St Jago High School uses the following channels of communicating feedback

- A percentage grade written on test papers, examination papers, projects and assessments
- A letter grade written on test papers, examination papers, projects and assessments
- A grade written on rubrics in note book or on course work (the rubric normally also indicate the total marks achievable)
- The a detailed student report on the Student Portal showing each monthly grade and relevant information
- The a detailed student report on the Parent Portal showing each monthly grade and relevant information
- A progress report which is distributed at the end of each assessment term showing the summary of the student’s performance as well as the opinion of teachers and supervisors about student performance, progress in school and involvement in school.

## Designators and Valid Grades

### ABSENT

Absent is normally indicated by “abs” and never “A”; Using “abs” avoids confusion with “A” as a letter grade.

Absent is not a grade and is never averaged. Absent is used to indicate that it was not possible to assess a student under the given conditions for the assessment period.

## N/A

Where a grade is required on a report but is not available because the policy allows for exemption from this grade it will be reported as “n/a”

## Continuous Assessment Policy

Students will be assessed continuously during their time at school.

The school year will be divided into two assessment terms. Each term will have a number of continuous monthly graded assessments appropriate to the term.

In term 1, which runs from September to December there will be

1. A monthly grade for the month ending 30 September
2. A monthly grade for the month ending 31 October
3. 1 or 2 optional project grades
4. A final examination grade

In term 2, which runs from February to June there will be

1. A monthly grade for the month ending 28 February
2. A monthly grade for the period up to mid-April
3. A monthly grade for the month ending 31 May
4. 1 optional project grades
5. A final examination grade

## Rationale

### Project Grade

The project grade is provided for subject which will administer an assessed project. This includes but is not limited to technical subjects and subjects with practical components. This project grade is the only continuous assessment that will be administered for *Health & Family Life Education*.

January and February includes many non-contact sessions, as well as fixed school activities such as Sports Day and Parent Consultation Day. This makes it more practical to have a single assessment for that period.

March and April include the long Easter Holiday and ISSA Athletics Championships. This makes it more practical to have a single assessment for that period.

## Assigning of Grade

The continuous assessment grade (monthly grade) is derived from at least three different assessments. It must include a homework grade, a course work or in-class work grade and a controlled written test grade.

Departments shall establish appropriate policies to ensure this is done as well as to determine the relationship assigned to each component. One of the following method is recommended:

1. 70-15-15 where the controlled test grade accounts for 70% of the grade, and the home work and course work grades account for 15% each.
2. 50-30-20 where the controlled test grade accounts for 50% of the grade, and the course work grade 30% and homework grade accounts for 20%.
3. Average where the monthly grade is the average of the three graded components.

All percentage grades shall be awarded based on quantitative tests or with rubrics. No percentage grade shall be award based on a qualitative methods or based on the perception of the assessor.

## Exemption from assessment

All student shall be assessed at all intervals except only as indicated below.

- Fifth and Sixth Form students shall not be assessed for the final examination grade in term 2. They shall in this term be expected to have the two monthly assessments and the SBA or IA grade shall be recorded as the first project grade.
- Students in *Health & Family Life Education* shall only be assessed once each term using the termly project grade.

## Cheating and plagiarism

Cheating and plagiarism will absolutely not be tolerated.

The act of cheating is a disciplinary matter. The procedure for what constitutes cheating, how it is reported and how it is handled is dealt with in the Code of Conduct of the School.

- This policy provides for cheating on any part of an assessment to result in the striking down of that portion of the assessment and for that part, or the entire assessment to not be graded. In this case a zero will be the final grade.
- The teacher, head of department and the Dean of Discipline shall jointly decide how this matter is to be handled (that is whether the entire assignment or only a portion will not be

graded.) Where there is a failure to agree the matter shall be decided by the Dean of Academic Studies or Vice Principal with responsibility for Curriculum.

Plagiarism shall always result in the entire assignment being awarded a grade of zero.

- Student must cite all sources and duly acknowledge the use of the work of others in their project by use of in-text citation and bibliography using a format specified for the assignment or by the department.
- Students even when using proper citation may under no circumstance submit work in which the body or main portion is entirely composed of the works of others.

## Extraordinary Circumstances

Students who miss one or more of the components in a monthly grade should be graded as “zero” except where a medical certificate is presented. When a medical certificate is presented the teacher shall choose to award an absent only if it is not possible to assess the student again.

Students who miss all three assessments shall be graded at zero.

If a student is out on school, national, or other excusable business it is expected that home work will still be done, a second opportunity will be given to do class work and written tests.

If for medical reason a student is absent for the entire period of assessment and medical certificate must be presented to the form teacher. The student shall notify the subject teachers and the form teacher shall then notify the Vice Principal and submit the certificate to the Administrative Office for filing. In this case a student **may** be given an ABSENT.

A student may not choose to not do tests at the appointed time. A student may not opt to not sit a test when it is being administered for him or her at second opportunity. A student shall be given zero if in the opinion of the teacher the student is deliberately absconding the assessment.

If a student is not in school for the period of assessment such as starting school late in the term or transferring out of the school mid-term then an ABSENT shall be given for the period for which the student is missing.

## Extensions

A student may apply for an extension through the subject teacher prior to the due date. Students must have a valid reason for application and, **if approved**, a new date will be set for submission.

## Disclosure and Review of Grades

As early as possible in each term the teacher shall make available to the class, and parents the methods by which student performance shall be evaluated. This should include whether the methods of evaluation will be essays, tests, class participation, presentations, examinations, projects, research papers or other. Where possible the dates of all non-routine assessments shall also be made available to the class.

As early as possible after the sitting of each test, the teacher shall make available to the class the results of such tests. Feedback on all test must be made available within 10 school days of the test. Where test papers are not returned to students (as in the case of Examination Papers) the papers and other graded work must be kept in good order and must be available for review by all stakeholders up to three month after the due/final date.

- Heads of department and members of the Senior Management Committee may request papers for review at any time.
- Students may request to see test papers or graded work once at a time permitted by the teacher.
- Parents may request to see test papers or graded work on Parent Consultation Days and at another time mutually agreed to by both parent and teacher.
- No other party external to the school may be permitted to request a review of test papers or graded work.
- Student shall have the option of asking the Head of department to review the grading of any work. Where the head of department is not capable, a capable independent member of the department shall be so tasked.
- Student shall not have the option of having their graded work reassessed by anyone outside of the school.

As a matter of policy the monthly grade shall be made available online no later than the third Monday of the following month. Grades for final examination shall be available online by the second Monday in January for term 1 and second Monday in July for term 2. These shall also be available online at least two week prior to the preparation of progress reports.

## School Based Assessment, Internal Assessments and Projects in General

Teacher shall as early as possible make known to all students the method that shall be used for all SBAs and IAs. Teacher shall also set consultation and due date in accordance with the requirements of the project.

Students who miss draft submissions shall still be permitted to make final submissions. In all cases and without regard for a final submission date set by the school, the final submission date set by

teachers for each subject must be adhered to by students, provided that students are notified of such date at least 4 weeks prior to the date. It shall be sufficient notification to provide a written notice in the School's notice book, posted in the classroom, posted on the Student Portal or where possible posted with the assignment.

Student who miss a final submission for any reason may be given zero and recorded as having not submitted an assignment. If however the student had made draft submissions it shall be acceptable to use the best draft or last draft presented for final grading providing it is still in the possession of the teacher. This is in the sole discretion of the teacher.

Teachers are encouraged to act in the best interest of all the students in their care. Where possible the teacher reserve the right to exercise discretion in accepting late submissions.

The student has the right to be notified of grades received on all projects.

### Issue of receipts

For all projects it shall be the expected procedure to provide the student with proof that the work has been submitted. Project submission receipts either in paper or electronic form shall be given or where appropriate the student shall be allowed to sign a submission book or submission sheet.

### Consequences for late submission

Teachers are not obliged to accept late work, except where there are legitimate, documented reasons beyond a student's control. In such cases, a late penalty is normally not appropriate. Where a teacher intends to accept and apply penalties to late assignments, this must be set out clearly at the start of the term, in a class syllabus, department policy or when the assignment is given.

## Withholding of Grades

The Dean of Discipline may by notice to the teacher, student and parent or any combination thereof withhold the grade for any paper, project or assessment if such an assessment is material to any disciplinary case under consideration. This includes but is not limited to cheating and plagiarism. Under such cases the teacher or Dean of Discipline may forgo the right of the parent or the student to see an examination paper or assessed work, except during the Disciplinary Meeting.

## Conflict of Interest

Situations where the teacher or a student is in a position of a conflict of interest, where there may be an appearance of a conflict of interest, or where a fair and objective assessment may not be possible, should be brought to the attention of the Head of Department or the Vice Principal who is responsible for taking steps to ensure fairness and objectivity.

## Standardisation

The head of department is responsible to ensure that the grading of all assignments are standardized within each department. The head of department shall also ensure that there are clear and consistent standards used for marking up all work, and that these are kept by all teachers.

The head of department shall where appropriate hold meetings to standardize marking and grading prior to the marking of work, and shall review samples of marked work to ensure the standard is being kept.

## Scales

The following are the scales, acceptable corresponding grades and standard descriptors.

label	Minimum	Maximum	description
A	86	100	Demonstrates Superiority
B	72	85	Suggests Superiority
C	58	71	Demonstrates Competence
D	45	57	Suggests Competence
E	32	44	Suggests Weakness
F	0	31	Suggests Incompetence

The non-normative "A+" may be used to designate exceptionally well done work/performance.

Label	Minimum	Maximum	description
4.0	86	100	Demonstrates Superiority
3.5	72	85	Suggests Superiority
3.0	58	71	Demonstrates Competence
2.5	45	57	Suggests Competence
2.0	30	44	Suggests Weakness
1.5	15	29	Suggests Incompetence
1.0	0	14	Demonstrates Incompetence

label	Minimum	Maximum	Description
9	90	100	Shows excellence
8	80	89	Demonstrates Superiority
7	70	79	Suggests Superiority
6	60	69	Good
5	50	59	Demonstrates Competence
4	40	49	Suggests Competence
3	30	39	Suggests Weakness
2	20	29	Poor
1	10	19	Suggests Incompetence
0	0	9	Demonstrates Incompetence

### Other Symbols

ABS	Absent
N/A	Not assessed
R	Recommended
NR	Not recommended to continue this subject
S	Subsidies, examination fees may be subsidized based on this grade
NS	No subsidy, no subsidy can be offered based on this grade
NW	No work submitted