



# **School Assessment Policy 2017**

## **INDIA INTERNATIONAL SCHOOL**

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## ***Vision***

***– 'A Heritage of Vision, A Legacy of Innovation'***

## ***Mission Statement***

***The institution aims at uncompromising commitment towards holistic development and groom globally ethical citizens."***

## ***Philosophy***

***"IIS caters to the global need of today's youth, aims to engage learners in an active and creative learning journey, build knowledge and skills, promote and sustain high academic principles while retaining the strong value systems and ethics of the motherland and become responsible members of global community"***

## **Why Assessment?**

Assessment is a tool designed to test how much learning has been acquired by the learner and to what extent can the learner analyse and apply the knowledge acquired further to an unfamiliar situation. It is also used to identify the areas in which further improvement is required thus enhancing the teaching learning process.

The basic elements and indicators as defined in the curriculum is well integrated and is followed & practiced at the school to evaluate the students.



### **Assessment at IIS aims to:**

- be diagnostic, Valid and Reliable
- differentiated yet inclusive
- use wide range of tools
- assess progress against learning objectives (and assessment criteria specific to each subject) and give feedback on students' learning.
- provide students' feedback
- allows students to reflect
- analyze the results

### **Assessment Philosophy at IIS**

India International School strongly believes in holistic growth and overall development of the students. Our Evaluation system aims at making children capable of becoming responsible, productive and useful members of the society. It refers to a system that covers all aspects of student development. Assessment is done in the school constantly to monitor the academic growth and performance of the student.

At IIS, assessment is conducted with an aim to enhance the student's learning. Assessment is conducted (formally and informally) to evaluate the concept building and then accordingly appropriate diagnosis (remedial) is done. We always make an effort to conduct assessment which is authentic, reliable and informative in nature.

### **Formative Assessment**

**Formative assessment**, including diagnostic testing, is a range of formal and informal **assessment** procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student attainment. At IIS Formative



assessment includes structured FAs as well as unstructured FAs (series of Unit tests, class tests and mocks)

### **Summative Assessment**

The Summative Assessments will be conducted at the end of teaching learning which will be written exam and will be assessed according to subject-criteria.

### **Assessment Policy for Classes 1 to 5 – CBSE**

For classes 1 to 5 promotion will be granted on the basis of continuous and comprehensive evaluation in the form of periodic assessment / exams. No marks are awarded, only grades are given.

#### **Assessment pattern:**

- First Term: PA I(10%) + PA II(10%) + Half Yearly Examination(30%)
- Second Term: PA III(10%) + PA IV(10%) + Promotion Examination(30%)

Overall:  $10\%+10\%+30\%+10\%+10\%+30\% = 100\%$

### **Classes 6 to 8**

The school has revised the assessment policy for classes 6 to 10 from session 2017-18 onwards, and will implement the revised assessment policy prescribed by the CBSE in true spirit. As per the revised assessment policy:

#### **❖ TERM-1 (1<sup>st</sup> half of the session-100 marks)**

- **20% PA+80% Half Yearly Exam** (all subjects except IT & GA)

#### **(A) Periodic Assessment (PA-all subjects except GA):**

- i. Periodic Test: **17<sup>th</sup> to 25<sup>th</sup> August, 2017**  
Written Test-25 marks; 1 hr; Weightage: 10%



For IT-Practical Test-I-25 marks – 1 hour; Weightage: 25%

- ii. Subject Enrichment Activity  
& Notebook Assessment:

**18<sup>th</sup> to 27<sup>th</sup> September, 2017** for all subjects except IT (weightage-10%)  
**9<sup>th</sup> to 11<sup>th</sup> October, 2017** for IT (Practical Test-II-30 marks & NBA-5 marks; weightage: 35%)

**(B) Half Yearly Exam:**

**9<sup>th</sup> to 22<sup>nd</sup> November, 2017**

Written Exam-80 marks; 3 hours; Weightage: 80%  
For IT-40 marks; 2½ hours; weightage: 40%

❖ **TERM-2 (2<sup>nd</sup> half of the session – 100 marks)**

- **20% PA+80% Yearly Exam** (all subjects except IT & GA)

**(A) Periodic Assessment (PA- all subjects except GA):**

- (i) Subject Enrichment Activity &  
Notebook Assessment:

**12<sup>th</sup> to 20<sup>th</sup> January, 2018** (weightage: 10% for all subjects except IT)  
For IT Practical Test-I-25 marks-1 hour; weightage: 25%

- (ii) Periodic Test:

**30<sup>th</sup> January to 8<sup>th</sup> February, 2018**

Written Test- 25 marks; 1 hr; Weightage: 10% (for all subjects except IT)

For IT Practical Test-II-30 marks & NBA-5 marks; weightage: 35%

**(B) Yearly Exam:**

**26<sup>th</sup> February, 2018** onwards

Written Exam-80 marks; 3 hours; Weightage: 80%

For IT – 40 marks; 2½ hours; weightage: 40%



**GRADE SCHEME:**

<b>Scholastic Areas (8 point scale)</b>	
<b>Marks Range</b>	<b>Grade</b>
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & below	E (Needs Improvement)

<b>Co-Scholastic Activities (Work Education, Art Education, Health and Physical Education)  &amp; Discipline</b>	
Outstandi ng	A
Very Good	B
Fair	C

**Classes 9 & 10**

The school has revised the assessment policy for classes 9 & 10 from session 2017-18 onwards, and will implement the revised assessment policy prescribed by the CBSE in true spirit. As per the revised assessment policy:



- Periodic Test 1** : 17<sup>th</sup> to 25<sup>th</sup> August, 2017 for main subjects, Japanese & French  
M.M.: 40 converted to 10%  
Time: 1.5 hours
- Periodic Test 2** : 9<sup>th</sup> to 17<sup>th</sup> November, 2017 for all subjects  
M.M.: 80 converted to 10%  
Time: 3 hours
- Periodic Test 3** : 8<sup>th</sup> to 17<sup>th</sup> January, 2018  
M.M.: 80 converted to 10%  
Time: 3 hours

For the syllabus of periodic tests school will follow cumulative approach.

The average of the best two scores would be counted towards 10% Internal Assessment.

### **Subject Enrichment Activities & Note Book Assessment**

- Weightage 5 marks each
- Will be conducted twice in an academic year for all subjects

### **SCHOLASTIC AREAS – WEIGHTAGE(100%)**

1. Internal Assessment(20%)
  - Periodic Test : 10%
  - Subject Enrichment Activity : 5%
  - Notebook Assessment : 5%
2. Board Examination (80%) : 80%

(Conducted by CBSE in March, 2018)



## Co-Scholastic Activities

Assessment of the following Co-Scholastic activities will be done on a 5 point grading scale(A to E) :

- Work Education
- Art Education(Visual & Performing Arts)
- Health & Physical Education

## Classes 11 and 12

For classes 11 and 12 pass percentage is 33% in theory and practical separately.

### Assessment pattern

#### Term 1

Test 1 : 17<sup>th</sup> July to 26<sup>th</sup> July, 2017  
Duration: 1 hr  
M.M.: 30(converted to 10%)

Test 2 : 18<sup>th</sup> September to 27<sup>th</sup> September, 2017  
Duration: 1 hr  
M.M.: 30(converted to 10%)

Half yearly Examination : 09<sup>th</sup> November to 23<sup>rd</sup> November, 2017  
Weightage: 100%(Theory + Practical)  
(converted to 80%)

#### Term 2

Pre-Board Examination

(For Class XII only) : 05<sup>th</sup> January to 17<sup>th</sup> January, 2018(Theory)  
18<sup>th</sup> January to 24<sup>th</sup> January, 2018(Practicals)  
Weightage: 100%(Theory + Practical)





Annual Examination : 19<sup>th</sup> February, 2018 onwards for class XI  
(Class XI only) Weightage: 100%(Theory + Practical)

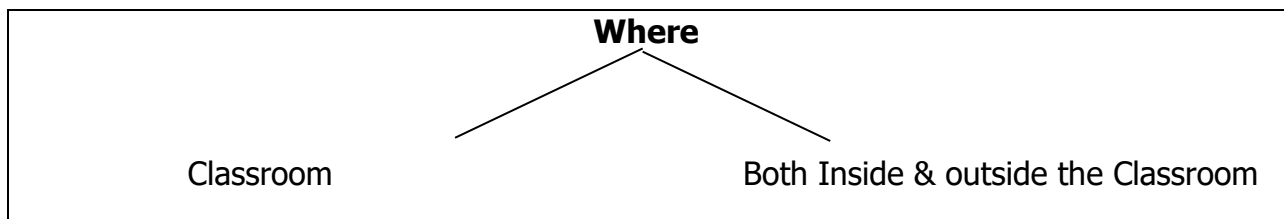
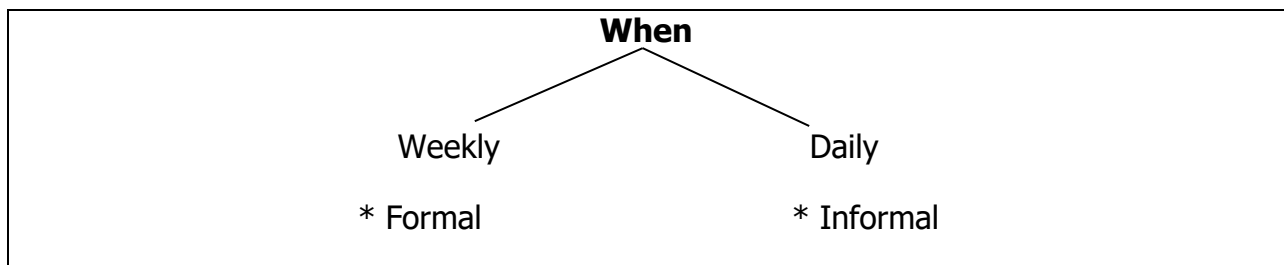
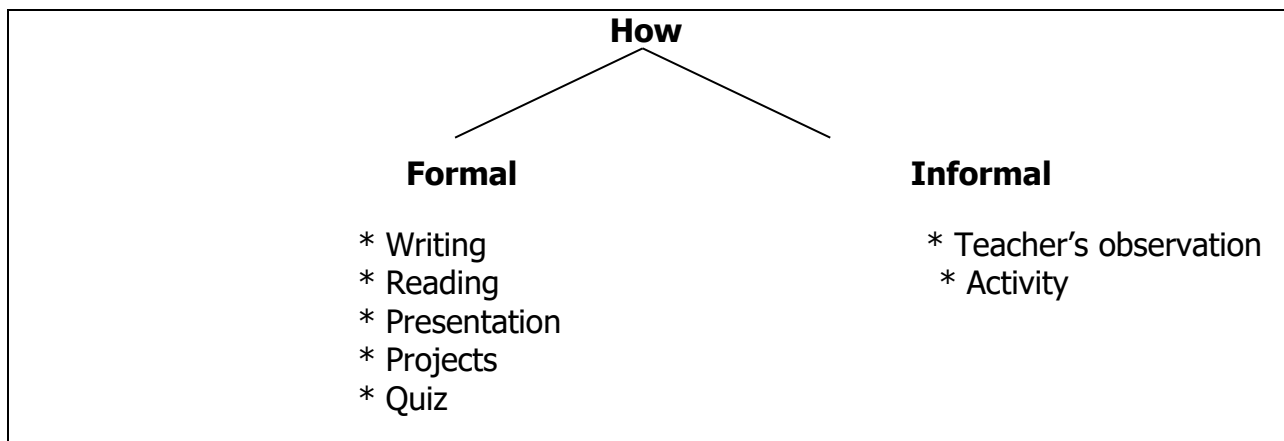
Board Examination : 1<sup>st</sup> March, 2018 onwards  
(Class XII only) Weightage: 100%(Theory + Practical)

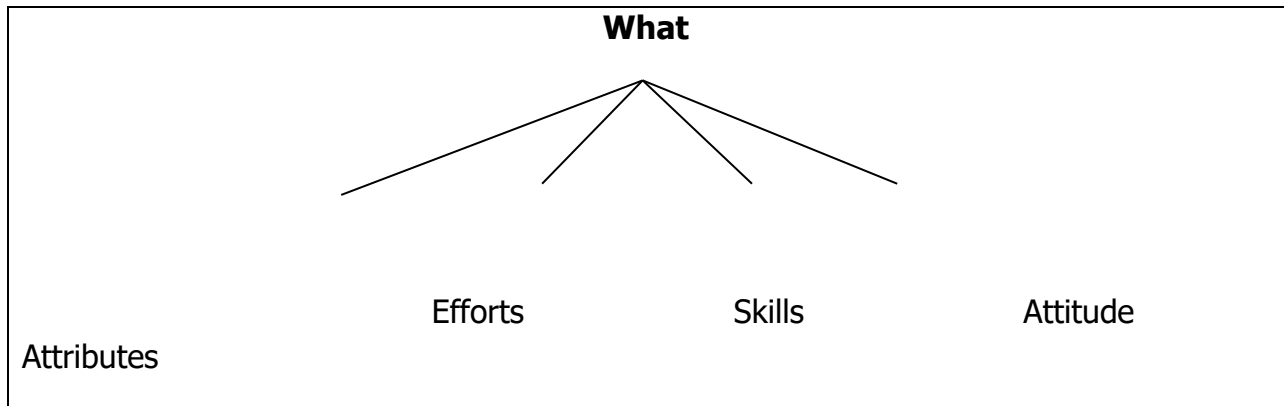


## Assessment policy for International Wing :

### CPP (1 to 5)

Assessment is a part of good teaching and learning. It provides the teacher with the information to make decisions about what and how the child is learning. The information in turn enables the teacher to identify the next steps in progressing the child's learning and adapt appropriate teaching strategies.





#### Points to remember

- Maximum weightage for each assessment is 20 marks.
- Formal assessment is conducted on each Wednesday.

Progress Report will be issued twice a year



## **IGCSE**

**IGCSE** is a 2 year programme offered for students age group of 14 to 16 years. Students are offered subject at Extended level(A\*, A, B, C, D,E,F, G,U-Ungraded), however the level of subject may be changed to core level(C, D, E, F, G, U-Ungraded) in case students is not able to cope up with extended level. The external written exam is conducted at the end of two year program.IIS has in house assessment schedule for the IGCSE students to monitor the progress and performance of the students over these two years.

### **Year I**

#### **Formative Assessments:**

Two structured Formative Assessments will be conducted in Year I, as follows:

- FA-1 - by mid of November, 2017
- FA-2 - by mid of January, 2018
- Weightage - Marks for each FA is converted to 10%

#### **Unit Tests:**

Number of Unit Tests would vary for each academic subject, using diverse academic tools.

On the basis of Structured unit test (conducted in August), the finalization of subject selection for each student will be done.

Best three unit test's marks will be considered for the year end result compilation.



Weightage - marks for each Unit test is converted to 5%

### **Note Book Assessment**

- Weightage 5 marks each
- Will be conducted twice in an academic year for all subjects

### **Summative Assessment:**

1. One at the end of year I as per the norms specified for each subject by IGCSE. The latest grade threshold released by Cambridge is used for the SA Result compilation.

Performance Card for Year I

Year I result will be compiled as per the following pattern

F.A.	U.T.	Notebook Assessment	S.A.	Total
20%	15%	05%	60%	100%

### **Year II**

### **Formative Assessments:**

One Formative Assessment will be conducted in Year II, as follows:

FA-3 - by mid of August, 2017

Weightage 10% - (i.e converted out of 10)



### **Unit Tests:**

Number of Unit Tests would vary for each academic subject, using diverse academic tools

### **Pre-Board Exam:**

After the completion of the course (2 years), Pre-board exam will be conducted in November. Maximum marks and duration of preboard exam is as per IGCSE norms. These exams will be under controlled conditions and exactly as per IGCSE guidelines. On the day of result declaration, teachers are expected to share plan of action with parents and student both, which helps the student to score better grade points in finals.

### **Mock Test:**

Mocks will be conducted from November end 2017 till 1<sup>st</sup> week of January, 2018. The whole syllabus is divided into different splits and mocks will be conducted for each split. The teachers will guide and instruct the students to attempt the question paper as per IGCSE criteria and evaluation will also be done as per IGCSE criteria given in subject guide. This rigorous mock series will help students to understand and practice what students are expected to answer in final exam

Grade Scheme for IGCSE (9 point scale, where A\* is highest and U is lowest)

<b>GRADE</b>	<b>PERCENTAGE</b>
A*	90 to 100
A	80 to 89
B	70 to 79



C	60 to 69
D	50 to 59
E	40 to 49
F	30 to 39
G	20 to 29
U(Ungraded)	20 and below



## **International Baccalaureate Diploma Programme**

Assessment policy is derived from the schools and the IB's assessment philosophy and principles, which is consistent with each other. It is constructed around educational and pedagogical values and, therefore, represents a statement of intent and action describing principles and practices for achieving educational goals relating to all aspects of assessment. Assessment of students' learning is based on objective and assessment criteria specific to each subject and uses diverse range of strategy to inform teaching practices and development of student's learning skill. IB expectations for schools regarding assessment are outlined below

The IB Diploma Programme is a challenging two-year pre-university curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification (the IB diploma) that is widely recognized by the world's leading universities. The curriculum contains six subject groups together with the DP core: creativity, activity, service (CAS); the extended essay (EE); and theory of knowledge (TOK).

Candidates studying for the diploma select six subjects (Each subject is graded 1–7, with 7 being the highest grade) from the subject groups. Ideally three subjects are studied at higher level (courses representing 240 teaching hours), and the remaining three subjects are studied at standard level (courses representing 150 teaching hours). All three parts of the core—extended essay, theory of knowledge and creativity, activity, service—are compulsory and are central to the philosophy of the Diploma Programme.

At the end of the two-year programme, candidates are assessed both internally and externally in ways that measure individual performance against stated curriculum and assessment objectives for each subject.





In nearly all subjects at least some of the assessment is carried out internally by teachers, who mark individual pieces of work produced as part of a course of study. Examples include oral exercises in language subjects, projects, student portfolios, reports, class presentations, practical laboratory work, mathematical investigations and artistic performances. Some assessment tasks are conducted and overseen by teachers, but are then marked externally by examiners. Examples include written assignments or tasks for language subjects in groups 1 and 2, the essay for theory of knowledge and the extended essay. Because of the greater degree of objectivity and reliability provided by the standard examination environment, externally marked examinations form the larger share of the assessment for most subjects

### **Award of the IB Diploma:**

The IB diploma is awarded based on performance across all parts of the Diploma Programme. A total of six subjects must be studied, with a combination of standard and higher levels (SL and HL). Students must also complete the “core”, which is made up of creativity, activity, service (CAS), theory of knowledge (TOK) and extended essay (EE). Each subject is graded 1–7, with 7 being the highest grade. These grades are also used as points (that is, 7 points for a grade 7, and so on) in determining if the diploma can be awarded.

TOK and the EE are graded A–E, with A being the highest grade. These two grades are then combined in the diploma points matrix to contribute between 0 and 3 points to the total. CAS is not assessed but must be completed in order to pass the diploma. The overall maximum points from subject grades and TOK/EE is therefore 45  $((6 \times 7) + 3)$ . The minimum threshold for completing the programme is 24 points, below which the diploma is not awarded. The additional requirements are the following:

- CAS requirements have been met.
- There is no “N” awarded for TOK, the EE or for a contributing subject.



- There is no grade E awarded for TOK and/or the EE.
- There is no grade 1 awarded in a subject/level.
- There are no more than two grade 2s awarded (HL or SL).
- There are no more than three grade 3s or below awarded (HL or SL).
- The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
- The candidate has not received a penalty for academic misconduct from the Final Award Committee. In addition, students who have completed these conditions through multiple languages may be eligible for a bilingual diploma. A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma. The examination sessions need not be consecutive.

DP Coordinator shares the in house deadline chart for students and teachers w.r.t submission of Non Examination Component to DPC/ Examination Department. The following points are kept in mind w.r.t NEC:

- NEC must be authentic and original work created by student. A declaration has to be given by student and teacher as well.
- It is advisable to check the plagiarism through Turnitin.
- Consent by the Candidate & Parent on Uploading Work to the eCoursework System is taken. The DPC or another authorized school staff member uploads students' work to the IB's eCoursework system only after the consent.

The subject teachers will have periodic meetings with the following for better implementation of IBDP course.



Department teachers

H.O.D.'s

IB staff

IBDP Coordinator/ Head of the school

The teachers will be encouraged to share ideas with other teachers and observe each others classes. Under induction policy the IB teachers have taken (01 each) a subject teacher from their respective departments whom they are training for IBDP course.

**Apart from written exam that is scheduled by IBO in the end of two year programme, school has designed in house examination schedule.**

### **Internal Examination Schedule – IBDP**

#### **Year I**

#### **Formative Assessments:**

Two structured Formative Assessments will be conducted in Year I, as follows:

FA-1 - by mid of November, 2017

FA-2 - by mid of January, 2018

Weightage - Marks for each FA is converted to 10%

#### **Unit Tests:**

Number of Unit Tests would vary for each academic subject, using diverse tools.

On the basis of Structured unit test (conducted in August), the finalization of subject selection for each student will be done.

Best three unit test's marks will be considered for the year end result compilation.

Weightage - marks for each Unit test is converted to 5%



### **Note Book Assessment**

- Weightage 5 marks each
- Will be conducted twice in an academic year for all subjects

### **Summative Assessment:**

At the end of year I Written exam is conducted as per the norms specified for each subject guide prescribed by IBO. As per the requirement of each subject the following is decided:

- Duration of exam
- number of papers
- Datesheet
- Question paper designing

The latest grade boundaries released by IBO is used for the SA Result compilation.

### **Performance Card for Year I**

Year I result will be compiled as per the following pattern

F.A.	U.T.	Notebook assessment	S.A.	Total
20%	15%	05%	60%	100%

### **Year II**

### **Formative Assessments:**



One structured Formative Assessment will be conducted in Year II, as follows:

FA-3 - by mid of August,2017

Weightage 10% - (i.e. converted out of 10)

### **Unit Tests:**

Number of Unit Tests would vary for each academic subject, using diverse tools.

### **Mock Test :**

Mocks will be conducted from November end 2017 till 1<sup>st</sup> week of January, 2018. The whole syllabus is divided into different splits and mocks will be conducted for each split. The teachers will guide and instruct the students to attempt the question paper as per IB criteria and evaluation will also be done as per IB criteria given in subject guide. This rigorous mock series will help students to understand and practice what students are expected to answer in final exam

### **Pre-Board Exam:**

After the completion of course (2 years), Pre-board exam will be conducted in March. Duration and Maximum marks are as per IB Board. These exams will be under controlled conditions and exactly as per IB guidelines.

On the day of result declaration, teachers are expected to share plan of action with parents and student both, which helps the student to score better grade points in finals.

### **Differentiated Assessment:**

As per the capability, interest, learning skill of the student, teachers design the Assessment. In case teachers feel a student may do better with different approach of



assessment, a teacher proposes the differentiated assessment plan and after the approval of the same by DPC, the differentiated assessment is conducted.

## Grading / Marking

Following grading system is followed for result compilation in Formative Assessment

(7 grade points system, where 1 is lowest and 7 is highest)

GRADE POINT	%
7	85 and above
6	75 to 84
5	65 to 74
4	50 to 64
3	35 to 49
2	20 to 34
1	Below 20

2. The latest grade boundaries released by IBO is used for the PreBoard Result compilation.



### Compiled Assessment Schedule for International Wing

Months	IGCSE Junior	IGCSE Senior	IBDP Junior	IBDP Senior
<b>17 to 25 August, 2017</b>	Unit Test (Structured)	FA3	Unit Test (Structured)	FA3
<b>9 to 27 November, 2017</b>	FA1	Preboard Exam(entire syllabus of 2 years and will be conducted as per CIE norms)	FA1	Mocks (entire syllabus)
<b>Decemeber, 2017</b>	NA	Preboard Exam (contd....)	NA	Mocks (contd...)
<b>8 to 17 January, 2018</b>	FA2	NA	FA2	Mocks (contd...)
<b>26 February, 2018 onwards</b>	SA	Final Exams	SA	PreBoard Exam (entire syllabus of 2 years & will be conducted as per IBDP norms)

### Recording / Reporting:

### Parent Teacher Meeting

The first parent teacher meeting is conducted immediately after the completion of first the Formative Assessment. The progress of the child is shared with the parent and based on recommendations from the subject teachers in consultation with parents, remedial and various other techniques are introduced for improvement of weaker students.



Formal PTM is conducted after every FAs, SA, Pre-Board Exam and in the end of Mock tests series.

Monthly Academic Performance will be recorded in file – Academic Performance Sheet. Teachers will record the students’ performance (grading A-C) every month before the monthly meet, so that in case of any concern, Coordinator may discuss the same in meeting. Teachers are also expected to record the same grading in student’s diary, so that parent are aware of the child’s performance.

**Confidentiality:**

1. Coordinator decides which subject’s question paper will be designed by whom for Summative assessment and Pre-board.
2. Teachers are expected to submit the question papers directly to Coordinator.
3. Proper seating plan is followed. Teachers are given guidelines to be followed while on invigilation duty.
4. In case student is found using unfair means, the invigilator is expected to inform the Coordinator via Examination Incharge, so that proper action can be taken for the same.

**Students are graded for the following Components:**

1. TOK
2. EE(in year II)
3. CAS
4. First Aid
5. Attitudes and Values
6. Reading hours
7. Literary and creative skills





## **Collaborative Examination Planning:**

CBSE Examination department & International wing Examination Department plan the internal examination schedule together. Annual collaborative meeting is conducted in presence of the Coordinator, so that examination for whole school (CBSE+Int. Wing) is scheduled together.

## **IBDP Coordinator's Role in Assessments**

For the IB Diploma Programme, the IBDP Coordinator will collect all the reports from the HODs and analyze them to ensure the key features of IB learner's profile are integrated in the reports generated by the school. These reports will share the observations done at various levels of the learner's growth during the Programme.

The DP Coordinator will also organize periodic meetings between the HODs, teachers and parents of the learners to apprise them with the progress. If any student faces difficulty with the opted subject choice, the Coordinator will guide such students to choose a better option after assessing the attributes and skills of such a student.

## **Review of Policy**

After understanding, analyzing and comparing the IB expectations with the existing assessment practice in the school, it was decided that it needs to be written collaboratively. The team consisting of following members was formed to create the policy.

Dr. Ashok Gupta-Head of the school

Ms. Mala Agnihotri – DPC, Principal & CIE Coordinator

Mr. M.L. Agarwal – Academic Advisor

Dr. Raj Bahadur- Academic Advisor



Ms. Nidhi Mishra- Assistant Principal Examination(CBSE)

Ms. Prabhjeet Khanna – Examination Incharge – International wing

Examination Associates

IB Faculty

Assessment policy is reviewed every year in the month of December. Although the policy is reviewed annually, but in case any modification is required in between the session, it is been done with the consent of Head of School, DPC and Teachers as well.

### **Bibliography & Referencing:**

1. Diploma Programme assessment - Principles and practice
2. Handbook of Procedures for the Diploma Programme
3. <http://www.cie.org.uk/programmes-and-qualifications/cambridge-secondary-2>
4. Cbse.nic.in

Revised in May, 2017