

# ASSESSMENT POLICY

Gulf International School (GIS) has developed an internal grading structure to support students in their continuous learning journey. The grading system serves several purposes, including:

- Identifying learner needs and areas requiring remediation.
- Informing parents and school leadership to ensure students receive appropriate support and encouragement.
- Evaluating individual teacher's and the school's performance.
- GIS utilizes both summative and formative assessments to facilitate student development, inform teaching practices, and provide updates to parents and stakeholders regarding learning gaps and areas for improvement. Formative assessments include weekly quizzes, while summative assessments are administered as exams at the end of each trimester/semester.
- All formative assessments, including quizzes and exams, are reviewed in class with students upon completion of grading. Parents who wish to review their student's exam papers may do so by contacting the relevant Academic Director.
- Exams are securely kept within the school and are not reviewed in class.

## Grading System

Grades in the GIS Academic Program are based on a three-trimester/semester system. End-of-year report cards are calculated based on the following percentage scale:

Trimester/semester	Percentage
Trimester/semester 1	30%
Trimester/semester 2	30%
Trimester/semester 3	40%

- Each trimester/semester consists of 10 instructional weeks and is followed by 2 weeks of summative exams subjective to the academic calendar.

- A mid-trimester/semester report is issued after a 5-week grading cycle to provide an update on the student's progress and learning.
- The final trimester/semester report combines the mid-trimester/semester grades, final internal grades, and the final exam mark.

Grading System					
Internal (60 points)			Final Trimester Exam		
First 5 – weeks instruction (30 points)			Second 5 - weeks instruction (30 points)		
CP	HW	CW	CP	HW	CW
5	5	20	5	5	20
<b>40 points</b>					

**Abbreviations:**

**CP** - Class Participation **HW** – Homework **CW** – Classwork

**Internal Grades:**

To calculate internal marks, Gulf International School (GIS) takes into account the following components:

- Homework
- Classwork
- Class participation

60% of a student's final grade for each trimester/semester is determined by their internal marks. Specifically, internal marks consist of 40 points for classwork, 10 points for homework, and 10 points for class participation.

In the first mid-trimester/semester,

- Students receive 30 marks for internal grades, distributed as follows: 20 for classwork, 5 for homework, and 5 for class participation.

- These grades are added to the second half of each trimester/semester to obtain the total marks: 40 for classwork, 10 for homework, and 10 for class participation.
- It is important for students to organize their timeline of homework and classwork during this 5-week period, ensuring that all internal marks are completed by the schedule provided.

## How are internal marks recorded?

Internal marks are recorded in a manual gradebook and then uploaded into an electronic version to facilitate automatic calculation and tallying of grades.

## Earning Grades or Marks:

### Homework:

Homework refers to work assigned to be completed outside of class through Teams. Teachers set a deadline for completing homework, allowing a minimum of 2 days for students to submit their work and receive credit and feedback.

- The minimum number of assignments per week is determined by the number of subject periods.
- A 5-week plan for homework and classwork ensures the completion of all assignments as scheduled.
- Quiz Schedule will be shared by the School Administration.

### Homework marks are awarded as follows:

- 5 points are given for submitting homework on time.
- 4 points are given for submitting incomplete or late homework (up to 48 hours after the due date).
- 0 points are given for homework submitted after 48 hours.

## Classwork:

Classwork refers to work assigned and completed during class. This work is graded, recorded, and returned to students. Teachers are required to review classwork with students and explain any missed points. Classwork materials are often included in exams. Examples of classwork include weekly quizzes on spelling, vocabulary, terminology, short answer worksheets, textbook problems or questions, as well as announced (covering more than two lessons of information) and unannounced (covering less than two lessons of information) quizzes. The purpose of classwork is to provide continuous assessment and help students learn in smaller increments rather than cramming before tests or exams.

The minimum number of assignments per week for classwork is based on the number of subject periods.

- Quiz schedules will be shared by the School Administration to prevent overloading students.

### Classwork marks are awarded as follows:

- Each in-class assignment is worth either 10 or 20 points, depending on the time required or the difficulty of the task.
  - Students receive a grade or mark based on the number of questions or problems completed correctly.
  - Marks are calculated out of the total possible, and the average at the end of each marking period is converted to a score out of twenty.

## Grades 1 to 3

### 5 - Week Marking Scheme for Grade 1 - 3

Number of Periods per Week	Subjects	Minimum of Assignments per 5- week marking period
5	English, Math	3
2,3	Science, Arabic, Urdu	3
1 or 2	Social Studies, IT, ISA, AFL, ISE	2

## Grades 4 to 7

### 5 - Week Marking Scheme for Grade 4 - 7

Number of Periods per Week	Subjects	Minimum of Assignments per 5 - week marking period
4 or 5	English, Math, Science	3
2 or 3	Arabic, Urdu, ISA,	3
1	Social Studies, IT, AFL, ISE, SAC AR, SAC E	2

## Grade 8

### 5 - Week Marking Scheme for Grade 8

Number of Periods per Week	Subjects	Minimum of Assignments per 5 - week marking period
4 or 5	English, Math, Science	3
2 or 3	ICT, AR, URDU, ISA, ISE	3
1	SAC AR, AFL, SAC E	2

## Grades 9 and 10

### 5 - Week Marking Scheme for Grade 9 - 10

Number of Periods per Week	Subjects	Minimum of Assignments per 5 - week marking period
2 or 3	English, Math, Physics, Chemistry, Biology, ICT, AR, Urdu, ISA , ISE	3
1	SAC AR, AFL, SAC E	2

## Grades 11 and 12

### 5 - Week Marking Scheme for Grades 11 - 12

Number of Periods per Week	Subjects	Minimum of Assignments per 5 - week marking period
3, 4, or 5	Math, Physics, Chemistry, Biology, ICT	3
2	English, Arabic	3
1	ISA, SAC AR, AFL, SAC E, ISE,	2

## Class Participation:

Marks for class participation are awarded based on the following criteria:

### 1. Attendance:

- Full marks are given for attendance.
- Each unexcused absence results in a deduction according to the marking scheme for each subject.
- Being late three times results in a one-mark deduction from the first period.

### 2. Following Classroom Rules:

- Full participation marks are given for students who consistently follow MOE, School, and Classroom rules.

Students who do not follow classroom rules are subject to the following steps:

- **First warning:**
  - The teacher tracks and records the misdemeanor in the gradebook.
  - A notice is posted to the parents of the student in Teams.
- **Second warning:**
  - The teacher continues to track and record the misdemeanor.
  - A notice is posted to the parents of the student in Teams chat and AD is cced.
- **Third infraction misdemeanor:**

If a student commits a third infraction within the same class:

- The Academic Director and School Principal are informed.
- A write-up may be done, and if necessary, a referral to the School Counselor.
- The parent is contacted.
- The student loses 1 point or 1 mark from class participation.

Please note that the specific marking scheme and consequences for class participation may vary based on the policies and guidelines set by Gulf International School.

Class Participation Marking Scheme				
(CP will be completed only once per 5 weeks and will be out of 5 marks. Students' participation grade will be based on their attendance and behavior in class.)				
Number of periods per week	Number of Unexcused Absences or Behavior Referrals			
3, 4 or 5	5 - 9: 4 Marks	10 - 14: 3 Marks	15 - 19: 2 Marks	20 +: 1 Mark
2	3 - 5: 4 Marks	6 - 8: 3 Marks	12 - 11: 2 Marks	12 +: 1 Mark
1	1: 4 Marks	2: 3 Marks	3: 2 Marks	4 +: 1 Mark

**Behavior Referrals: +1<sup>st</sup> Warning +2<sup>nd</sup> Warning +3<sup>rd</sup> Warning refer to the AD for deduction of mark.**

## Exam Protocols:

### Exam Announcement and Preparation:

- Exam schedules will be announced two weeks prior to the first exam day after approval from the School Principals.
- In Middle and High School, Math exams must be scheduled on Sunday, and Physics exams are must be scheduled on Sunday for High School.
- Exam schedules may have different dates for core and auxiliary subjects.
- Exam schedules will be announced on the Teams Parent's Channel.
- Portion guides will be provided to all students before the exams, along with the exam schedules.
- Study matireals will be given only for core subjects to grades 1-6, along with the exam schedules.
- Students have ten weeks of instruction for each trimester/semester
- Study guides must not include the same questions that will be included in the exam, or similar styles of questions.

### Exam Duration:

- Auxiliary Exams may be conducted before core exams, or they may be mixed.
- Exams will be administered daily, with some exceptions possible with approval.
- The duration of the exams will be 1.5 hours for auxiliary and core subjects for grades 1-7, 2.5 hours for core subjects, and 1.5 hours for auxiliary subjects for grades 8-12.

## Report Cards:

- Reports are approved by the Academic Director and downloaded by the IT department.
- School trimester/semester report cards are sent electronically through the school report team's account.
- The final academic year report card is downloaded through the MOE Noor system. The Academic Director and class teachers are responsible for validating the student's information and the subject's marks on the Noor report card at the end of the academic year.

## Grade boundaries

Grades available at GIS				
A (pass)	B (pass)	C (pass)	D (pass)	F (fail)
90% +	80%+	70%+	60%+	Less than 60%

## Absences during Exams:

- If a student is absent on an exam day, they must sit the exam on the next scheduled exam day only if the absence is approved by the school principal.
- Students who are required to sit two exams in one day are responsible for their own transportation.
- A student will be given a different exam paper from the one originally given to students to maintain the integrity of the exam process.
- To support students with their learning, it is encouraged that students complete their exam schedule within the designated exam dates. **Families are therefore advised not to make travel arrangements before the last day of the trimester/semester.**

## Approved Absences:

- In the case of an approved absence, the student will be permitted to take part in any graded assignments they have missed.
- The absence will not be recorded in ODOO, and the student will be marked as present.

## Unapproved Absences:

- In the case of an unapproved absence, the student will not be permitted to take part in any graded assignments they have missed.
- The absence will be recorded in ODOO and may impact the class participation grade depending on the number of absences.

## Missed Class Learning:

Whether the student is authorized by the school principal to be absent or not, the student may still miss out on key learning that is difficult to make up. It is the parent's responsibility to ensure that any missed learning is supported at home.

Missed learning hours can be summarized as:		
1 day absent	5 days absent	10 days absent
5 hours	25 hours	50 hours

## Pre-arranged Absences:

- Students are directed to the Teams pages to ensure that they are informed about any missed lessons.
- Teachers are responsible for their students' learning in the event of an excused absence.
  - Be available to answer student's questions regarding missed lesson(s).
- Work must be organized and discussed with the Academic Director in advance for pre-arranged absences.
- Work must be shared in a folder accessible to all students.
- This applies to KG, Elementary, Middle School, and High School.

## Failed Subjects:

- GIS is committed to the academic success of its students. If a student does not achieve a passing grade (D) in any subject at the end of the year, they will be required to take a re-sit exam in August.
- The parents of students who have failed a subject will be notified of the re-sit schedule.
- The re-sit exam week is scheduled as part of the Academic Calendar, and parents are requested to ensure that their child is available during this week.
- Students must pass the failed subjects to be promoted to the next grade.
- If a student does not meet the requirements, they will be required to repeat the year.

## Re-sits:

A low exam result does not qualify for a re-sit if the student has already passed the exam.

## Promotion to the Next Academic Year:

- Students who have passed all subjects will be promoted to the next academic year.

## Project-Based Learning (PBL)

Project-Based Learning (PBL) is an instructional approach that places students at the center of their learning experience. It involves hands-on, experiential learning where students apply their knowledge and skills to real-world situations. PBL promotes collaborative group work, cultivates effective communication skills, and enhances problem-solving abilities. It also encourages student choice and autonomy, allowing them to take ownership of their work. PBL projects can encompass various topics such as sustainable garden design, marketing campaigns, and solutions to local environmental issues.

At Gulf International School (GIS), recognizing the need for students to showcase their work and creativity to the community, a platform has been established.

Here are some guidelines for PBL implementation at GIS:

- PBL is integrated into individual subjects and contributes to the Classwork marks.