

POLICY ON ASSESSMENT

Introduced: March 2018	Revised: March, 2021
Previous review : March, 2019	Next Review: March, 2022
Implemented by: Principal	

DEFINITION:

In education, the term **assessment** refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students.

Assessments are often equated with traditional tests administered to large populations of student. At Dunes we use a diverse array of assessment tools and methods to measure everything from a four-year-old's readiness for kindergarten to a twelfth-grade student's comprehension of advanced physics. Just as academic lessons have different functions, assessments are typically designed to measure specific elements of learning—e.g., the level of knowledge a student already has about the concept or skill the teacher is planning to teach or the ability to comprehend and analyze different types of texts and readings. Assessments also are used to identify individual student weaknesses and strengths so that educators can provide specialized academic support.

Aims and objective:

Through this policy we aim to:

- raise the standards of achievement throughout the school
- maintain accurate records of progress and attainment of individual student
- ensure consistency in assessing achievement and identifying achievable and challenging targets for each student
- enable the active involvement of students in their own learning
- provide regular information to parents that enables them to support their ward's learning
- provide the information that allows school leaders and governors to make judgments about the effectiveness of the school and to evaluate the school's performance against its own previous attainment over time and against national standards.

Dunes believes in holistic progress of the students hence the teachers are trained to assess and track the students' progress through summative and formative assessments.



A. SUMMATIVE ASSESSMENTS:

Term Assessment

Term assessment is a powerful way of raising students' achievement. It is based on the principle that each student will progress provided they understand the aim of their learning, where they are in relation to this aim and how they can achieve the aim

- Identify student's strengths and gaps in their skills /knowledge
- Track the student's rate of progress
- Identify individuals and groups for the specific intervention support

Final Examination

- Is important for informing both parents and teachers of a child's attainment and progress.
- Record performance in a specific area on a specific date.
- Provide age standardized information.
- Provide end key stage test data against which the school will be judged.

Assessment scheme for Kindergarten to Grade 9 and Grade 11

1. Scholastic Assessment:

		Weekly	Periodic	Notebook	Subject	Half	yearly	Total
		Test 1	Test 1	Evaluation	enrichment	Examination		
TERM 1	Tentative months	April-September	June	April-September	April-September	September-October		
	KG	10 marks	10 marks	5 marks	5 marks	20 marks		50 marks
	Grade 1 to 5	20 marks	30 marks	5 marks	5 marks	40 marks		100 marks
	Grade 6 to 9	20 marks	40 marks	5 marks	5 marks	80 marks		150 marks
	Grade 11	20 marks	40 marks	5 marks	5 marks	80 marks		150 marks
		Weekly	Periodic	Notebook	Subject	Final		Total
		Test 2	Test 2	Evaluation	enrichment	Examination		
TERM 2	Tentative months	October-March	January	October-March	October-March	February/March		
	KG	10 marks	10 marks	5 marks	5 marks	20 marks		50 marks
	Grade 1 to 5	20 marks	30 marks	5 marks	5 marks	40 marks		100 marks
	Grade 6 to 9	20 marks	40 marks	5 marks	5 marks	80 marks		150 marks



	Grade 11	20 marks	40 marks	5 marks	5 marks	80 marks	150 marks
YEAR END TOTAL		Term 1	Term 2		Cumulative Score		
	KG	50 marks	50 marks		50 + 50 = 100 marks		
	Grade 1 to 5	100 marks	100 marks		100 + 100 = 200/2 marks		
	Grade 6 to 9	150 marks	150 marks		150 + 150 = 300/3 marks		
	Grade 11	150 marks	150 marks		150 + 150 = 300/3 marks		

- Weekly Test:** This will be a weekly scheduled cycle test.
- Periodic Test:** Formal test where portions and Time Table are shared at the beginning of the academic year.
- Notebook evaluation:** can be assessed before the end of each term based on the following parameters.
 - Regularity
 - Assignment completion
 - Neatness and upkeep of notebook
- Subject Enrichment:** These are subject – specific activities aimed at enhancing the understanding and skills of the students. These activities will be carried out throughout the term, however they will be evaluated at the term end.
- Half yearly Examination and Final Examination:** These are formal examinations where portions and Time Table are shared at the beginning of the academic year. These assessments will be graded on 8 point grading scale.

8 point grading Scale for Scholastic areas

Marks Range	Grade
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)



2. Co-Scholastic Area:

- Co-Scholastic activities will be assessed on a 3 point grading scale term wise the concerned teacher framing effective tools for the same.
- Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades.
- Co-scholastic area will cover Art Education and Health & Physical Education.
- Students will be graded by the class teachers for discipline in a 3 point grading scale for term wise considering the attendance, sincerity, behavior and values.

3 point grading Scale for Co-Scholastic areas

Criteria	Grade
Outstanding	A
Very good	B
Fair	C

Assessment Scheme for CBSE Board Examination:

a. Scholastic Assessment scheme for Grade 10 and 12:

	Periodic Test 1	Periodic Test 2	Periodic Test 3	Notebook Evaluation	Subject Enrichment	Final exams to be conducted by CBSE Board
Tentative Month	April	June	October	November	November	February March
Marks	50 Marks	50 Marks	50 Marks	5 Marks	5 Marks	80 Marks
	Average of best two, converted to 10 marks will be considered as PT(Periodic Test Marks)					
Internal Marks for the boards	PT+ Notebook evaluation+ Subject enrichment (10+5+5=20 Marks)					
Year-end total	Internal marks for the board+ Final CBSE Examination (20+ 80= 100)					

9 POINT GRADING SCALE FOR SCHOLASTIC AREAS

Percentage Range	Grade	Grade Point
91-100	A1	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
21-32	E1	0
20 & Below	E2	0

c. Co-Scholastic Area for Grade 10:

- Co-Scholastic activities will be assessed on a 5 point grading scale term wise.
- Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades.
- Co-scholastic area will cover Art Education and Health & Physical Education.
- Students will be graded by the class teachers for discipline in a 5 point grading scale for term wise considering the attendance, sincerity, behavior and values.

5 point grading Scale for Co-Scholastic areas

Criteria	Grade
Exemplary	A
Proficient	B
Developing	C
Emerging	D
Beginner	E

3 Point Grading Scale for Discipline

Criteria	Grade
Outstanding	A
Very Good	B
Fair	C

SCHOLASTIC ASSESSMENT SCHEME FOR GRADE 12:

	Periodic Test 1	Periodic Test 2	Periodic Test 3	Project / Practicals	Pre board
Tentative Month	April	June	October	January	December
Marks	50 Marks	50 Marks	50 Marks	20/30 Marks	80/70 Marks
	Average of best two, converted to 10 marks will be considered as PT (Periodic Test Marks)				80 converted to 70 70 converted to 60
Year end Total	PT+ Project+Pre board(10+20+70= 100 Marks) PT+ Practicals +Pre board(10+30+60= 100 Marks)				

Scholastic areas will be assessed on 9 point grading scale.

CO-SCHOLASTIC ASSESSMENT FOR GRADE 12:

- Co-Scholastic activities will be assessed on a 9 point grading scale term wise.
- Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades.
- Co-scholastic area will cover Work Experience, General Studies and Health & Physical Education.
- Students will be graded by the class teachers for discipline on a 3 point grading scale term wise considering the attendance, sincerity, behavior and values.

9 POINT GRADING SCALE FOR CO-SCHOLASTIC AREAS

Percentage Range	Grade	Grade Point
91-100	A1	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
21-32	E1	0
20 & Below	E2	0

3 POINT GRADING SCALE FOR DISCIPLINE

Criteria	Grade
Outstanding	A
Very Good	B
Fair	C

For awarding the grades, the Board shall put all the passed students in a rank order and will award grades as follows:

- **A1** : Top 1/8th of the passed candidates
- **A2** : Next 1/8th of the passed candidates
- **B1** : Next 1/8th of the passed candidates
- **B2** : Next 1/8th of the passed candidates
- **C1** : Next 1/8th of the passed candidates
- **C2** : Next 1/8th of the passed candidates
- **D1** : Next 1/8th of the passed candidates
- **D2** : Next 1/8th of the passed candidates
- **E** : Failed candidates

ABSENTEEISM DURING ASSESSMENT

1. No retest will be conducted for any of the Assessments.
2. Marks can be upgraded with principal's discretion in case of the following:
 - a. Late Admission
 - b. Absenteeism due to sickness supported by the attested Medical Certificate only.
 - c. Absenteeism due to the sudden death in a close family.
 - d. Absenteeism with approval from Principal for the reasons other than mentioned above.

Note: For Transfer cases

FOR KINDERGARTEN AND GRADE 1 TO GRADE 9 AND GRADE 11:

If a child leaves the school after half yearly examination, then the report card of Term 1 will be issued.

If a child leaves the school after Periodic Test- 2, then the report card of Term -1 and Periodic test 2 will be issued.

GRADE 10 AND 12:

If a child leaves the school in between the academic year, then the report card issued will be of the assessment completed till then.



ADMISSION DURING THE ACADEMIC YEAR

A student is expected to answer all the assessment that take place soon after the admission is done.

CONSIDERATION OF MARKS AND REPORT CARD GENERATION:

- Periodic Test 1 marks will be considered if the student is admitted before the commencement of the Periodic test 1.
- Term 1 report card will be generated only if the student is admitted before the commencement of summer break. Marks of all the attempted assessment will be reflected in the report card.
- Periodic Test 2 marks will be considered if the student is admitted before the commencement of the Periodic test 2.
- Term 2 report card will be generated for final examination if the student is admitted before the commencement of final examination. Marks of all the attempted assessment will be reflected in the report card.

NOTE

- Consolidated marks will be calculated on pro data basis.
- Consideration of marks for the students admitted during the academic year will be at the discretion of principal's decision.

PROMOTION AND RETENTION POLICY

PROCEDURES

KINDERGARTEN

A student who is regularly attending school with at least 75% attendance and satisfactory Performance in all subjects is promoted to the next grade. Long leave if any can be granted only with prior approval from the Principal.

A student if retained in Kindergarten it will be ONLY as per the guidelines from ADEK

PROMOTION CRITERIA:

GRADES 1 TO 9 AND GRADE 11

a) The student should get a minimum of 50% of marks in Ministry Subjects like Islamic Education, Arabic and UAE Social Studies. (UAE Social Studies applicable for Grades 1-9).

b) A student who is regularly attending school with at least 75% attendance will be eligible to move to the next higher grade if he/she gets a minimum of 33% marks (Grade higher than "E") in all other subjects of assessment unless he/she is exempted.



GRADE 10 AND 12

The student will be promoted as per the result declared by the CBSE board provided the student gets a minimum of 60% marks in Arabic and Islamic Education

RETENTION CRITERIA:


- If the student has less than 75% attendance and does not have an approval from the Principal.
- If the student has not attained the minimum marks/grades in all the prescribed subjects even after the retest is administered.

Reporting the student's progress to the parents:

The child's progress is reported to the parents through the results published on ETH. The reports are published after

1. Periodic test 1
2. Half Yearly examination
3. Periodic test 2
4. Periodic test 3 (Grade 10&12)
5. Yearend examination

The parents also get the child's holistic report through Parent Teacher conference report and parent teacher interaction.

Principal's Approval	
Revised Date:	March 2021