

POLICY ON ASSESSMENT-(For Staff)

Introduced: March 2018	Revised: September 2022
Previous review : March, 2019	Next Review : March 2025
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.

Aims and objective:

Through this policy we aim to:

- Raise the standards of student 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:

Assessment scheme for Kindergarten to Grade 8

Scholastic Assessment:

		Weekly Test 1	Periodic Test 1	Note Book Evaluation	Subject enrichment	Half yearly Examination	Total
TERM 1	Tentative months	April- September	May - June	June	June	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 8	20 marks	40 marks	5 marks	5 marks	80 marks	150 marks

		Weekly Test 2	Periodic Test 2	Note Book Evaluation	Subject enrichment	Final Examination	Total
TERM 2	Tentative months	October-February	January	February	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 8	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 8	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.
- Note Book 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**.

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.

Assessment scheme for Grades 9 & 10:

Scholastic Assessment:

Term1						Term 2						Cumulative (Best of MA,PT,SE,PE, Term)					
M A1	PT 1	SE1	PF1	T1	Total	MA2	PT2	SE2	PF2	T2	Total	MA	PT	SE	PF	Term	Year End Total
20	20	Three activities of 10 marks each	Two activities of 10 marks each	80 marks	100	20	20	Three activities of 10 marks each	Two activities of 10 marks each	80 marks	100	5	5	5	5	80	100
5	5	30 marks converted to 5 marks	20 marks converted to 5 marks	No Conversion		5	5	30 marks converted to 5 marks	20 marks converted to 5 marks	No Conversion							
5 marks	5 marks	5 marks	5 marks	80 marks		5 marks	5 marks	5 marks	5 marks	80 marks							
Internal Assessment(IA)- 5+5+5+5-20 marks Term End Total--IA + Term1 examination = 100 marks						Internal Assessment(IA)- 5+5+5+5 -20 marks Term End Total--IA + Term2 examination = 100 marks						Internal Assessment(IA)- 5+5+5+5 -20 marks Year End Total--IA + Term examination = 100 marks					

a. Multiple assessment (MA): Multiple assessments include use alternate modes of assessment such as, quizzes, project-work, self and peer assessment, collaborative projects, experiments and classroom demonstrations

b. Periodic Test (PT): Formal test where portions and Time Table are shared at the beginning of the academic year.

c. Subject Enrichment (SE): 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.

d. Portfolio (PF): portfolios would include classwork and homework assignments that would help evaluate learner's progress. Besides this, portfolio should be a space for student to display his/her exemplary work in the form of annotation, identification of key words / topics/ themes, summarization and organization of ideas and content, photos, presentations, assignments, art integrated learning which will be evaluated at the term end.

Scholastic areas will be assessed on 9 point grading scale for the school assessments.

Note that the board will follow the positional grading system for grade 10 as given bellow..

Co-Scholastic Assessment:

i. Co-Scholastic activities will be assessed on a 5 point grading scale term wise.

ii. Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades.

- iii. Co-scholastic area will cover Art Education and Health & Physical Education.
iv. 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.

Assessment scheme for Grade 11 and 12

Scholastic Assessment scheme for Grades 11										
Term 1					Term2					Cumulative
Weekly Test 1	PT1	Project/ ASL/ Activity/Practical	Term 1	Total	Weekly Test 2	PT2	Project/ ASL/ Activity/Practical	Term 2	Total	Total
20 marks	20 marks	20/30 marks	80 /70 marks	100 marks	20 marks	20 marks	20/30 marks	80 /70 marks	100 marks	100
converted to 5 marks	converted to 5 marks	20/30 marks converted to 10/20 marks	No Conversion		converted to 5 marks	converted to 5 marks	20/30 marks converted to 10/20 marks	No Conversion		100
5 marks	5 marks	10/20 marks	80/70 marks		5 marks	5 marks	10/20 marks	80/70 marks		100 marks
20/30marks (Internal assessment)			80/70 marks		20/30marks (Internal assessment)			80/70 marks		
Internal Assessment(IA)= 10+10/20= 20/30 marks Term End Total= IA + Term examination = 100 marks					Internal Assessment(IA)= 10+10/20= 20/30 marks Term End Total= IA + Term examination = 100 marks					Total = (Term 1 + Term 2) /2 = 100 marks

Scholastic Assessment scheme for Grades 12												
Term 1					Term 2					Pre Board/Final		
Weekly Test 1	PT1	Project/ ASL/ Activity/Practical	Term 1	Total	Weekly Test 2	PT2	Project/ ASL/ Activity/Practical	Term 2	Total	Project/ ASL/ Activity/Practical	Theory	Total
20 marks	20 marks	20/30 marks	80 marks	100 marks	20 marks	20 marks	20 marks	80 marks	100 marks	20 marks	80 marks	100 marks
converted to 5 marks	converted to 5 marks	Convert 20 /30 marks to 10 /20 Marks	No Conversion		converted to 5 marks	converted to 5 marks	Convert 20 /30 marks to 10 /20 Marks	No Conversion		-	-	-
5 marks	5 marks	10/20 marks	80/70 marks		5 marks	5 marks	10/20 marks	80/70 marks		20/30 marks	80/70 marks	100 marks



20/30 marks (Internal assessment)	80/70 marks	20/30 marks (Internal assessment)	80/70 marks	Project /ASL/ Activity – 20/30 marks Theory – 80/70 marks Total = 100 marks
Internal Assessment(IA)= 10+10/20= 20/30 marks Term End Total= IA + Term1 examination = 100 marks		Internal Assessment(IA)= 10+10/20= 20/30 marks Term End Total= IA + Term1 examination = 100 marks		

a. Periodic Test (PT): Formal test where portions and Time Table are shared at the beginning of the academic year.

Scholastic areas for grade 11 and 12 will be assessed on 9 point grading scale for the school assessments.

Note that the board will follow the positional grading system for grade 12 as given below.

Co-Scholastic Assessment:

- 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 General Studies, Health & Physical Education, and Work experience.
- 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.

Positional grades in grade 10 and 12 for CBSE Board Assessment:

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** : Essential repeat

Grading System:

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)

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
00-20	E2	0

5 point grading Scale for Co-Scholastic areas



An ISO 9001:2015
Certified Organisation

Criteria	Grade
EXEMPLARY	A
PROFICIENT	B
DEVELOPING	C
DEMERGING	D
BEGINNER	E

3 point grading Scale for Co-Scholastic areas	
Criteria	Grade
Outstanding	A
Very good	B
Fair	C

B. FORMATIVE/MULTIPLE ASSESSMENTS:

Formative assessments are in-process evaluations of student learning that are typically administered in the form of


- AFL strategies
- Quizzes
- Exit slips
- Plenary
- Pre test and post test
- Projects/Case study/Seminars In class discussions
- These strategies can be used multiple times during a unit or course. The general purpose of formative assessment is to give teachers feedback about what and how students are learning so that instructional approaches, teaching materials, and academic support can be modified accordingly.

Reporting the student's progress to the parents (KG to grade 12):

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

1. Periodic test 1- KG to grade 10 and Periodic test 2 for grades 11and12
2. Half Yearly /Term 1 Examination
3. Periodic test 2 - KG to grade 10 and Periodic test 4 for grades 11and12
4. Final/Term 2 examination.

If a student is absent in any of the above mentioned exam proportionate marks as per the discretion of the Principal will be awarded in the respective term marks.

Principal's Approval	
Revised Date:	September 2022