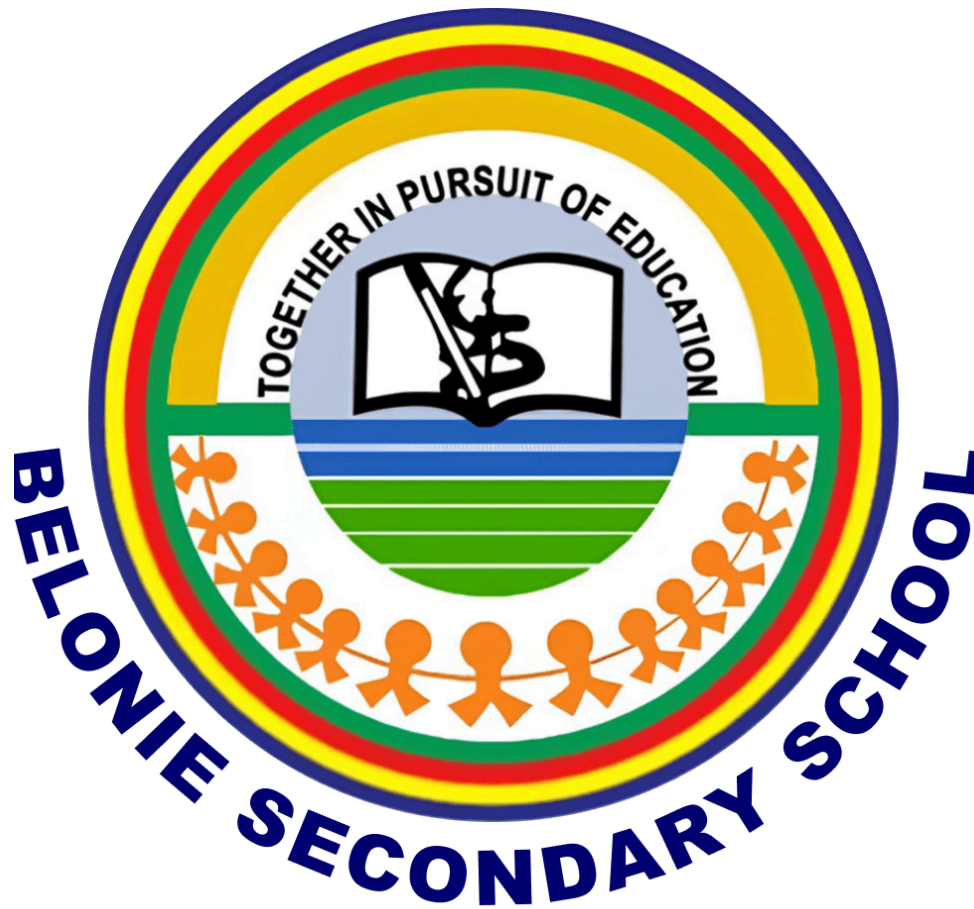


Belonie Secondary School



Assessment Policy

INTRODUCTION

In our pursuit of academic excellence, student assessments are integral to measuring the attainment of set goals and objectives. These evaluations, conducted in formative and summative formats throughout the term, end of the term, and end of the year, are vital to monitor learning progression. For consistency, the school administers common assessments

RATIONALE

Effective administration of assessments and examinations necessitates a streamlined and regulated process. This approach ensures the reliability of results and timely feedback, hence contributing to an environment of continuous improvement and growth for our students.

AIMS

- To guide the administration of assessments.
 - To set benchmarks upon which assessments are constructed, ensuring fair and uniform standards
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IMPLEMENTATION OF THE POLICY (Preparation of Assessment, Moderation, and

- Each teacher is assigned a level to prepare assessments and exams. The Head of Department (HOD), together with the department, validates the paper. Teachers will provide the HOD with their question papers, specification tables, and marking schemes.
- Assessments will focus on the topics taught during the term.
- Students will be notified of upcoming assessments at least a week in advance, and the subject teacher will supervise the formative assessment.
- Students will complete two assessments per term and will undertake an examination at the end of each term and year.
- The first assessment should be completed by the term's midpoint.

- Students who miss an assessment without a valid written excuse (unplanned absences) will not be given another opportunity to sit for the missed assessment.
- If a student misses an assessment for valid reasons, they may request to take it no later than two weeks after the others have completed it.
- Copying or plagiarism will lead to automatic disqualification.

FEEDBACK

- Subject teachers will mark the papers.
- Feedback will be provided to the students within two weeks after the assessment has been written. The results will also be communicated to parents on the open day of each term.
- All marks will be recorded in the mark book, ROA, database, and bulletins for assessments and exams.
- Individual subject teachers will provide the data (mean score, class target, etc.) at the end of each term to the HOD for subject analysis and report generation.