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HAZELDEAN

ASSESSMENT POLICY

Reviewed and Continued Application: Feb 2014

Marking

- Both pupils and parents should be informed of the marking policy.
- The marking procedure must be accountable, transparent and fair.
- Marking should be completed in accordance with a marking memorandum or as per a given rubric.
- Questions must be marked in such a manner as to show the correctness or wrong nature of the answer or corrections should be done with the pupils.
- The assessment rubrics with criteria must be handed out to pupils at the start of the project when the brief is explained. Pupils must be encouraged to ask questions and to make sure that they know what is expected of them.
- Due dates should be given at the beginning of the assignment.
- The students must know that they may approach the teacher at any appropriate time for clarification, feedback, guidance or queries regarding their marks.
- The final marks and percentage must be totalled and shown at the top or bottom of the page.
- When pupils mark their own work, it should be done in pencil or at the discretion of the teacher.
- The teacher should mark in two ways:
  - When it is merely **checked** that the homework or class work has been done, a red tick, the teacher's initial and the date or a stamp of the teacher should be made in the margin. **This will not indicate that the teacher has checked correctness of answers.**
  - When the teacher has **marked** work **thoroughly,** this will be indicated by a tick to the right side of the answer with the teacher's signature and date.
- Corrections should be done in pencil by the pupil **next to** the **incorrect answer or as indicated by the teacher.**
- **All answers of homework must be available on file or in a text book or pushed to the tablets / teacher's book** for the pupils to check at any time. The pupil that was absent will then also be able to check their homework.
- Teachers are expected to **check** books of all pupils to determine if homework has been completed.
- Marks can be allocated for specific homework tasks.
- Pupils should be encouraged positively to set out work neatly.
- If a rubric is used for marking, the rubric should be made available to the pupils in advance.
- Writing should be done in blue or black ink or pencil as prescribed by the teacher.

- Marking by the teacher is to be done in red ink.

Demarcations

- Demarcations must be issued for all cycle tests, copies or pushed to the tablets
- It must be handed out at least 1 week before the date of the assessment.
- Please check that pupils paste the demarcations into their comm. books or write down the demarcations as indicated by the teacher.
- It must be clear and to the point - do not give too much information or detail.
- Ensure that the demarcation is checked for accuracy of information.
- As far as possible, demarcations should be topic-specific and not textbook-based.
- Ensure that the amount of work that is tested aligns with the length of the allocated time.

Moderation of Assessments

- The task/assessment should be moderated 1 week before it is written; this will allow time for changes to be made, final checks, printing and packing, etc.
- When the task is submitted for moderation, it must include the test, memorandum, demarcation and analysis grid.
- Every assessment must be proofread before it is submitted for printing.
- Section A of the moderation sheet must be completed by the examiner.
- A sample of scripts (usually 10 % of the group) must be submitted for post-moderation. The subject heads' scripts must be moderated by another member in the department or done externally.
- The finalised marks must then be entered in the mark book/spread sheet.

Tests and Exams

- All major assessments should be included on the test timetable issued to pupils at the start of each term.
- No major tests to be written immediately after a mid-term break.
- For short tests, no prior notification has to be given.
- All tests should be marked and returned to pupils within **1 week** of being written. This includes the moderation process.
- Parents must be informed of the results of the test by either sending the test home to be signed, filling in the comm. book or emailing the parents.
- Exams should be returned to students, together with a memorandum or pushed to their tablets. Students should be given an opportunity to check their answer scripts.
- Marked end-of-year scripts should be stored in the safe over the December/January period so that the scripts are available if queries arise during the first term of the new academic year.
- No outside person or company can receive the **original** answer script. In the event of an external tutor requesting a script, a photocopy must be made and given to the pupil for use by the external tutor. A copy of the question paper and the memo may also be supplied.

Projects

- Projects must be marked and returned within **3 weeks** of submission.
- Rubrics must be attached to the project when returned to the pupils and be signed by the parents. The rubrics must be filed in the test folder.

Late submission of work

- Please adhere to the school's policy when dealing with late submission of work by students, and implement the following:

1 day late	Minus 10%
2 days late	Minus 50% Contact parents
3 days late	0% Work must be completed during break/after school in study class and the teacher must be happy with the standard of work handed in.

To be reviewed beginning Term 4, 2014