

Raa Atoll Education Centre
Raa Meedhoo

Assessment Policy

1. Tests and Test Papers

- 1.1. The school conducts at least three unit tests and a term test every term for grades 4-12 and continuous assessment is followed for grades 1-3.
- 1.2. Term test is conducted to make a summative evaluation of the portion covered in the whole syllabus.
- 1.3. Prepare blue print for question paper in consultation with the leading teacher/Head of Department and send it to the Principal for approval.
- 1.4. Once the Table of specification is approved, set question papers and marking scheme in consultation with the leading teacher/ Head of Department, and send them to the Principal along with the Table of specification for approval.
- 1.5. Once the question paper and the marking scheme are approved, send the question paper for printing, through the leading teacher.
- 1.6. The model for secondary paper is GCE O level and SSC, and primary is provincial test of the north province unit of Ministry of Education.
- 1.7. Past question papers are available at the library and HOD's room for teachers' reference.
- 1.8. Be aware that the Principal, Leading teacher and HOD's reserves the right to administer a paper different from what the teacher has prepared without pre-disclosure.
- 1.9. In continuous assessment students need to be evaluated by –grades (a rubric will validate the grades).
- 1.10. Marks need not to be written on the assessments.
- 1.11. The number of assessment given during the term could be decided from the school.
- 1.12. If a student gets absent to an assessment, the assessment will be given once the student returns to school (after the student is comfortable or the teacher is comfortable that the student is competent to take the assessment).

- 1.13. If a student gets grades, E or F, the school has to spend time as to bring the student up to the competent level so that the student will be competent in the specified skill before being promoted to the next grade.
- 1.14. Following are the criteria for grading:

Demonstrates the highest level of competency expected at this time of the year	A
Demonstrates the high level of competency expected at this time of the year	B
Demonstrates an acceptable level of competency expected at this time of the year	C
Slightly below the standard at this time of the year	D
Below the standard expected at this time of the year	E
Far below the standard expected at this time of the year	F

- 1.15. For grades 4 to 7 in addition to written tests : project work, assignments, quizzes, debates, individual/group portfolios or other activities could be carried out to evaluate students' performance.
- 1.16. If a student gets absent for a unit test, the test could be given once the student returns to school (after the student is comfortable or the teacher is comfortable that the student is competent to take the test).
- 1.17. If the student gets absent repeatedly to more than 2 unit tests, a valid medical certificate need to be produced in order to give the unit test. If the student who gets absent for the unit test, turns up to school within 3 days time, the same test could be given. Otherwise a different test paper, of the same standard need to be prepared and give to the students.
- 1.18. Before the term test it is necessary to complete all the missed unit tests.
- 1.19. If a student is absent for the term test, a resist could be given by producing a valid medical certificate before two days of issuing report books.
- 1.20. If a valid medical certificate is not produced during the specified period, only the unit test marks will be indicated in the report book as the total marks of the student for the term.
- 1.21. Final aggregate marks will be done as follows:

EVALUATION	FIRST TERM	SECOND TERM
Term Test	70	70
Unit tests and other activities done at class level	30	30
Total Marks	100	100
Aggregate of Terms	40%	60%

- 1.22. It is essential to incorporate important topics taught during the first term in the second term test paper.
- 1.23. If you are a class teacher, take students' height and weight and get students' report books as per the test schedule.
- 1.24. Conduct the tests of Physical Education during the week before every test. Students should not be called separately for these tests.

2. Invigilation

- 2.1. Get invigilation time table from the session in-charge; attend all the invigilation sessions 10 minutes before the test starts.
- 2.2. Check the exam hall for orderliness and neatness and get it cleaned or re-arranged if needed.
- 2.3. Check if students bring additional materials mentioned in the kit list when they enter the hall.
- 2.4. Before the test starts, check if all the students take seat at the right place and make SURE they all get the right paper with all printed pages.
- 2.5. Remain in the room till the session is over. Reading, talking, writing, marking etc... Or any other work irrelevant to invigilation is not allowed for teachers in the test hall.
- 2.6. Allow students to work with as little interruption as possible. Remain at the back of the hall or zone allocated to you whenever possible. Never observe students' work unless you suspect or notice malpractice.
- 2.7. Report to the session in-charge or leading teacher through another invigilator in the hall if you come across any malpractice.
- 2.8. Borrowing items from others and talking each other are not allowed for students during the test. Observe silence and ask students to raise their hands without calling out loudly if they want the attention of the invigilator.
- 2.9. Do not entertain any misbehavior in the test hall; attend the matter as per school; discipline guideline.
- 2.10. Student's sign is required on the invigilation sheet with time mentioned upon going and coming back from the toilet, in case they are forced to go.
- 2.11. At end of the session, ask the students to stop writing.
- 2.12. When all the answer scripts are collected, counted, bundled and recorded on the invigilation sheet, send students out of the hall in line.
- 2.13. Check desk labels at the end of every session re-fix any missing label before you leave the test hall.

- 2.14. Hand over answer scripts, invigilation record and remaining question papers to the test session in-charge. Do not leave any paper in the test hall or give question paper to anyone unless authorized by the Principal.

3. Marking and Reporting

- 3.1. Get answers scripts soon after the test is over.
- 3.2. Mark answers scripts as per the marking scheme. Do not delay marking till the last minute and always complete marking before the deadline. Mark within the school premises.
- 3.3. Show marked answer script as per test schedule, collect them back and return to the leading teacher/head of department.
- 3.4. Leading teacher /head of department review the answer script for accuracy, consistency and quality of students' mark.
- 3.5. Attend an orientation session with the leading teacher/head of department on update mark sheets and report books before you update them.
- 3.6. Update subject teacher mark sheet and hand it over to the class teachers as soon as possible, but not late then the deadline.
- 3.7. If you are a class teacher, update class teacher mark sheet and report books and hand them over to supervisor in time.
- 3.8. Get answer scripts back from the leading teacher/head of department and give feedback to the students on the first working day after the test and return them back to the leading teacher/head of department.
- 3.9. Keep answer scripts and mark sheets in safe custody.