

Beau Vallon Primary School



ASSESSMENT GUIDELINE

RATIONALE

INTRODUCTION

Assessment is an indispensable aspect in improving the quality of teaching and the effectiveness of learning. It should encourage and support both pupils and teachers in the learning process, enabling a correct match between the demands of the program and tasks set with the pupil's ability. It encourages regular reflection and monitoring of progress so that learning opportunities for individuals are maximised.

AIMS

1. To improve teachers' awareness of each pupil's performance and progress/concerns regularly and to develop pupils' confidence and love for study.
2. To ensure that outcomes of assessment modify teaching methods and strategies.
3. To ensure that pupils understand and are involved in the assessment process.
4. To provide a reliable and consistent basis for the recommendation of an appropriate grade or award.
5. To assist staff in evaluating the effectiveness of their teaching/learning.

GUIDELINES

1. Assessments are set after objectives have been successfully taught and as indicated per plan by the respective teacher.
2. The assessment set should be well planned and written in the teachers' assessment record book/file before testing pupils.
3. Assessments should be handed to respective management members 3 days before their administration and returned to the teacher one day before their administration.
4. Pupils should be informed of the date and objectives of the assessment at least a week before the assessment.
5. A table of the specification should be drawn for each mid-term assessment (tasks should be graded).
6. Assessment should not exceed 4 assessments a term.
7. Assessments should total up to not more than 100 points a term.
8. Pupils are to set a realistic targets for the assessments at the beginning of the term.
9. Teachers should use different methods of assessing pupils. (Projects, written tests, presentations...)
10. Assessment should not exceed more than 80 minutes.
11. The marking of assessments should be prompt (completed within one week).
12. Results should be entered on the assessment record forms and communicated to parents within a week.
13. Exams are set at the end of the term based on objectives that have been successfully taught.

14. Exams should be handed to respective management members 5 weeks before their administration for validation and handed back to the respective teachers for the final copy within a week.
15. Pupils and parents should be informed of the date and objectives of the assessment at least two weeks before the assessment.
16. A table of the specification should be drawn for each exam (tasks should be graded).
17. The marking scheme should be included with exam scripts.
18. The exam timetable should be communicated to pupils and parents at least four weeks before examinations.
19. The marking timetable should be drawn by the subject coordinators.
20. Panel marking is organised by subject coordinators.
21. Teachers must exchange packet(s) of scripts for marking and the teacher can verify the marking of scripts of his/her students and raise any matter/irregularity with the teacher who has marked the script(s).
22. Total marks for each subject should not exceed 100 points.
23. Marks are entered in the respective teacher's mark book and communicated to parents through the termly report cards.