



British and American  
INTERNATIONAL SCHOOLS

## Grading and Assessment Policies

Starting from **Early Childhood** to **Grade 3** we use a standards based grading. This allows parents to better understand their child's progress toward specific standards and learning targets rather than just simply receiving one overall letter grade for a subject.

Grade	Description	
<b>E</b>	Exceeds Standards	Demonstrates the skills, understands and applies concepts and standards above grade level expectations
<b>M</b>	Meeting Standards	Demonstrates the skills, understands and applies concepts and standards at grade level expectations.
<b>A</b>	Approaching Standards	Sometimes demonstrates the skills, understands concepts and standards, and is working towards grade level expectations
<b>B</b>	Below Standards	Rarely demonstrates the skills, understands concepts and standards and is below grade level expectations.

Starting **Grade 4 to Grade 12**, we use the traditional system of percentages and letter grades.

Grade	Numerical Range/GPA	Description
<b>A</b>	(93-100) = 4	Demonstrates the skills, understands and applies concepts and standards <b>well</b> above grade level expectations.
<b>A-</b>	(90-92) = 3.75	
<b>B+</b>	(87-89) = 3.25	Demonstrates the skills, understands and applies concepts and standards slightly above grade level expectations.
<b>B</b>	(83-86) = 3	
<b>B-</b>	(80-82) = 2.75	
<b>C+</b>	(77-79) = 2.25	Sometimes demonstrates the skills, understands concepts and standards, and is working at grade level expectations
<b>C</b>	(73-76) = 2	
<b>C-</b>	(70-72) = 1.75	
<b>D+</b>	(67-69) = 1.25	Rarely demonstrates the skills, understands concepts and standards and is below grade level expectations.
<b>D</b>	(63- 66) = 1	
<b>D-</b>	(60- 62) = 0.75	
<b>F</b>	Below 60 = 0	Does not demonstrate skills and/ or understand concepts/standards and is well below grade level expectations. The student is failing

## **General Guidelines- Grades 2 and 3**

- **The school year is divided into 3 trimesters**

- Students will have trimester exams in core subjects and Foreign Language at the end of each trimester.
- Students are assessed continuously in all subjects throughout the academic year. Trimester grades are based on multiple assessments.
- Assessments can include, but are not limited to, tests and quizzes, written essays or reports, presentations, video or performance pieces, models or art pieces, debates or students teaching their peers within a topic.
- All assessments will be set prior to their due date and information on expectations shared with students prior to deadlines.

## **General Guidelines- Grades 4 to 12**

- **The school year is divided into 3 trimesters, with each trimester worth 1/3 of the final grade.**

- Students will have trimester exams in core subjects and Foreign Language at the end of each trimester.
- Students are assessed continuously in all subjects throughout the academic year. Trimester grades are based on multiple assessments. Percentages are used when calculating grades. They are then converted to appropriate letter grades.
- Assessments can include, but are not limited to, tests and quizzes, written essays or reports, presentations, video or performance pieces, models or art pieces, debates or students teaching their peers within a topic.
- All assessments will be set prior to their due date and information on expectations shared with students prior to deadlines.
- Teachers will provide clear, written information on any upcoming test or assessment, **but the students are responsible for submitting that work and meeting deadlines.**
- Students will be held accountable for work/assignments submitted late without proper authorization

### **Assessments (Formative and Summative)**

#### **Aims of Assessments**

- To inform teaching and planning
- To assist in developing individual targets for students
- To monitor each student's progress and attainment through their school life identifying both strengths and weaknesses
- To assist in informing parents of the progress that has been made by a student
- To allow students to self- assess

### **Formative Assessments (Assessment for Learning)**

- Students are continually assessed on an informal basis throughout the school year.
- Observation of students while they work

- The analysis and marking of a student’s work
- Verbal and written feedback
- Classwork and HW

**Summative Assessments (Assessment of Learning)**

- Used to measure students’ growth after teaching and practice has occurred
- Given in end of units of study, and/or end of the year
- Assesses overall level of achievement during the year.
- Summative assessments are given across all subjects

**MAP (Measures of Academic Progress (Grades 4 to 8))**

MAP tests are standardized tests. They measure students’ progress and performance within a year in Mathematics and English. Results are used by the school to inform planning and identify students’ strengths and areas in need of academic improvement. Students take MAP tests in Fall and Spring.

**Grade Distribution**

**Trimester grades are based on the below criteria:**

Approaches/attitude to Learning, formative assessments and summative assessments.

70% Summative Assessments	40%- Trimester Assessments 20%- Projects (Graded written essays or reports, Presentations, models, art or video-based, investigation assignments Book reports) 10%- Mid and end of unit/module tests
20% Formative Assessments	10% Homework 10% Graded Assignments, classwork and quizzes.
10% Attitude to Learning	Includes participation, organization, preparedness, effort, and submission of required work.

## Make-Up Tests

It is expected that students will complete tests at the prescribed date and time. However, in cases of illness or other emergencies, student may be assigned an opportunity to take a make-up test. The purpose of the make-up test is to give every student equal opportunity to demonstrate understanding of the material. **All make up test must be approved by the Principal and parents must provide medical/written excuses.** Students willfully choosing to miss a test due to lack of preparation will not receive make-up privileges.

## Incomplete Grades

If a student, for a valid reason, has not been able to complete all required work by the end of the trimester in a subject, then that student may be given an “incomplete” grade for that trimester.

- The decision is made by the Principal/Head of ES, MS, HS only
- The student must complete the required work within set time frame.
- The grade will then be updated on the report card to reflect the actual grades.
- Incomplete grades cannot be awarded beyond the end of the school year and can only be given with approval of the school principal.

## Homework Policy

Students should expect to receive homework in every subject class. The purpose of homework is to give students a chance to practice the skills and use the information they learned in class independently. Doing homework also lets them know what they need more help with in class. HSE’s homework policy involves responsibility on the part of the student, the parent, and the teacher.

Teachers are expected to assign and monitor homework regularly. Students are expected to do all assignments and make up any missed assignments. Parents are expected to help provide a suitable place for students to do homework and to help make sure that all necessary equipment is available.

Each teacher will also have his/her own homework policy. If students come across any difficulties in their homework, their teachers will be available to help.

All students must have at home access to:

- Internet
- Working computer/desktop
- Working printer with ink
- A desk or table
- A quiet area to work in

Grade Level	Recommended Guideline	Grade Level	Recommended Guideline
Grade 1	30 minutes	Grade 6-7	20-30 minutes per subject
Grade 2	45 minutes	Grade 8	30 minutes per subject
Grade 3	45 minutes	Grade 9	30 minutes per subject
Grade 4	60 minutes	Grade 10	30-40 minutes per subject
Grade 5	75 minutes	Grade 11	30-45 minutes per subject
		Grade 12	30-45 minutes per subject

Submission of late homework will result in mark deduction. Late homework is graded 50% off the mark even if well performed.