



Assessment Policy

2024-2025

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At IGNITE we believe that assessment provides the basis of informed teaching, helping students to overcome difficulties and ensuring that teaching builds upon what has been learned. It is also how students understand what they have achieved and what they need to work on. It is important that we interpret the principles of assessment as detailed in this policy to suit their particular circumstances; there must be written School Policy and Procedures documents in place that should be appended to this group-wide policy.

1. Introduction and Context:





This document comprises the assessment policy in place at the IGNITE. It outlines the different types of assessment, strategies, and principles guiding the assessment practice at the school.

1.1 Rationale

Effective assessment is an essential element of good teaching and learning. It helps teachers answer the ‘How do you know?’ question regarding the attainment and progress of their own pupils. It informs teachers’ planning and helps them become **reflective practitioners**.

Recorded assessment data also serves the school at an academic management level to conduct self-evaluation and improvement planning with regards to strengths and weaknesses.

This policy offers guidance on four types of assessment employed in the school:

	1. External Summative Assessment
	2. Internal Summative Assessment
	3. Formative Assessment
	4. Other Forms of Assessment

1.2 Purpose of Assessment

Assessment should support teaching and learning by identifying what students already know and can do and how they might move to the next level/grade. Assessment, therefore, should be evident in all lessons:

- For students, the purpose of assessment is to empower them to become better learners by understanding their own attainment and how to progress and achieve beyond it.

- For teachers, assessment should develop an understanding of the individual needs of students through the differentiations (Quadrants) so that target setting is meaningful and informs planning, teaching, and learning for progress.
- For other staff and school leaders, assessment information will inform an understanding of the current and potential student outcomes.
- For parents, assessment information will both inform them of their child's attainment and allow them to understand how their child may maximize achievement.

1.3 Principles of Effective Assessment

Effective assessment should:

- Improving weak students' performance: Eliminating the gap in the short term is not possible, but reducing it is already a good step forward.
- Keeping high student motivation and engagement: address individual learning needs and styles using multiple measures.
- Have a direct impact on instruction.
- Indicate that everything we teach needs to be assessed.
- Be valid, reliable, and efficient.
- Be fair and ethical.
- Be rooted in authentic contexts that apply to knowledge and skills outside of the classroom.
- Be aligned with and measure student learning according to the standards in the written curriculum.

2. Roles and Responsibilities

There are several key factors overseeing the implementation and review of assessment policy.

Their roles and responsibilities are described below:

2.1 Assessment Committee

The Assessment Committee is an integral part of maintaining the school's assessment standards, and comprises the following stakeholders:

- The Assessment Coordinator (who serves as the Committee Chair)
- Two members of the Senior Leadership Team
- Instructional Coaches

The Committee meets on a bi-monthly basis, or when convened for a called-for session by the Chair. The principal will attend and participate in the Assessment Coordinator (AC) meetings and have the final approval authority on the Committee's decisions.

Meet to discuss and make decisions regarding the following matters:

- Assessment policy, and any updates related to it.
- Assessment results and analyses related to them.
- Assessment tools (e.g., trackers, systems, tests) and their implementation in the school
- Validation, moderation, and calibration of assessment practice in the school
- Administrative or academic matters related to external examinations.
- Any areas of concern or lack of clarity that the Assessment Coordinator might have
- Any other matter which affects the assessment practice in the school

2.2 Assessment Coordinator:

- To ensure that internal assessment process is coherent and consistent to provide valid and reliable information.
- To ensure that all teachers must create formative and summative assessments that are linked to the relevant curriculum (MOE, US curriculum standards, National curriculum)
- Ensure that summative assessment cover sheet must include each curriculum standard, and its corresponding question related.
- Ensure all students data is analyzed to monitor individual progress and required to analyze comparisons between different groups.
- Work one to one with the Special Needs Inclusion Coordinator SENCO to extract inclusion data and determine analysis of trends to inform allocation of support and work with all staff to ensure students are making progress.
- Ensure that all teachers use the data to meet the needs of students of determination and challenge those with gifted and talented.
- Ensure that teachers plan and implement relevant grade standards and measure progress accurately using any of the tracking systems available.
- Ensure that teachers analyze the US curriculum and highlight their student's strengths and weaknesses based on MAP and internal data.

- Ensure that all teachers track the progress made by all students in each lesson and involve the students in setting targets for improvement.
- Ensure that teachers provide constructive feedback when marking students work.
- Ensure that all students receive their goal setting sheet for MAP and discuss with every student and shared with parents.
- Begin the process of using student self-assessment and plan their next steps. (Use the learning continuum from the test view of MAP test “reinforce, develop and introduce”).
- Ensure that students have exposure to external assessment type questions, and younger children need to be trained on using the mouse or iPad prior to the external assessments.

Reporting:

- To prepare and write pupil attainment and progress reports for parents, based on assessment data: at least one summary report at the end of the academic year, and progress reports prepared for each Parent-Teacher Conference (PTC)
- To devise termly action points and targets for each relevant student within the Teacher Record Book and the Curriculum Standard and Learning Target Sheet; to provide samples of assessments and marking for monitoring and moderation to the respective Heads of Department following the schedule for the same.

2.3 Special Needs Inclusion Coordinator

- To monitor and report to Section Heads on the progress of pupils on the Students of Determination (SOD) register.
- To use assessment data to update the SOD register, in consultation with other staff.
- To ensure Reading & Spelling age tests are administered, and results collated.
- To ensure IEPs are reviewed and new targets set termly in accordance with pupils’ assessment results, and in line with the SOD policy.
- To provide guidance and support in assessment procedures for children on the SOD register
- To guide and support staff in assessing pupils with SOD.
- To identify gifted, able, and talented children, using assessment data, and review the register annually.
- To use assessment data to plan for able child extension groups and opportunities.
- To monitor the attainment and progress of able children across the school.

2.4 The Role of Middle Leaders in Assessment

With the support of Senior School Leaders, the Middle Leaders will:

- Ensure that their team understands the assessment requirements for their subject/area as well as the different ways in which teachers can assess students' progress.
- Monitor the assessment of students' work in their subject/area through work scrutiny and lesson observation.
- Ensure assessment informs knowledge of student progress and raise any concerns with Senior Leaders as appropriate.
- Ensure that all schemes of work allow for formative assessment to become an integral part of teaching and learning.
- Ensure that the curriculum plan allows for formal assessment of progress to be timed appropriately so that data collections accurately and reliably reflect current attainment.
- Ensure all teachers are involved in the moderation of work of other students so that consistent practice in assessment is maximized.
- Use assessment information, in liaison with Senior Leaders where appropriate, to plan for or arrange intervention strategies.

2.5 The Role of Teachers in Assessment All teachers should:

- Adopt a range of methods to ensure that they can assess the progress of all students accurately.
- Encourage students to actively engage in formative assessment.
- Ensure that assessment builds students' motivation, confidence, and self-esteem.
- Ensure that lessons begin with clear expectations and students are aware of how progress will be measured.
- Ensure that all students know and understand the learning objectives of the lesson.
- Identify through assessment, and intervene with as necessary, those students at risk of under achievement.
- Ensure that the results of assessment are used to inform planning for differentiation and challenge in lessons.
- Reward good progress as appropriate
- Use the expertise of the Teaching Assistant and information from Individual Education Plans to inform the assessment process.

- Ensure that opportunities to use assessment to promote the development of literacy, numeracy and ICT skills in the students are embraced.
- Ensure that adequate and appropriate assessment is made of student attainment prior to completing data collections so that the information recorded is accurate and reliable.
- Encourage students to take responsibility for their own learning through self/peer assessment, setting appropriate targets (with guidance) and asking for help and advice when necessary.
- Adopt creative approaches to formative assessment in order to maximize student engagement in the assessment process.
- Share concerns or praise arising from assessment information with the relevant homeroom teacher / form tutor as appropriate.
- Ensure that students receive regular feedback on their work. This should be provided with at least one comment identifying the strengths of the work.

2.6 The Role of Students in Assessment

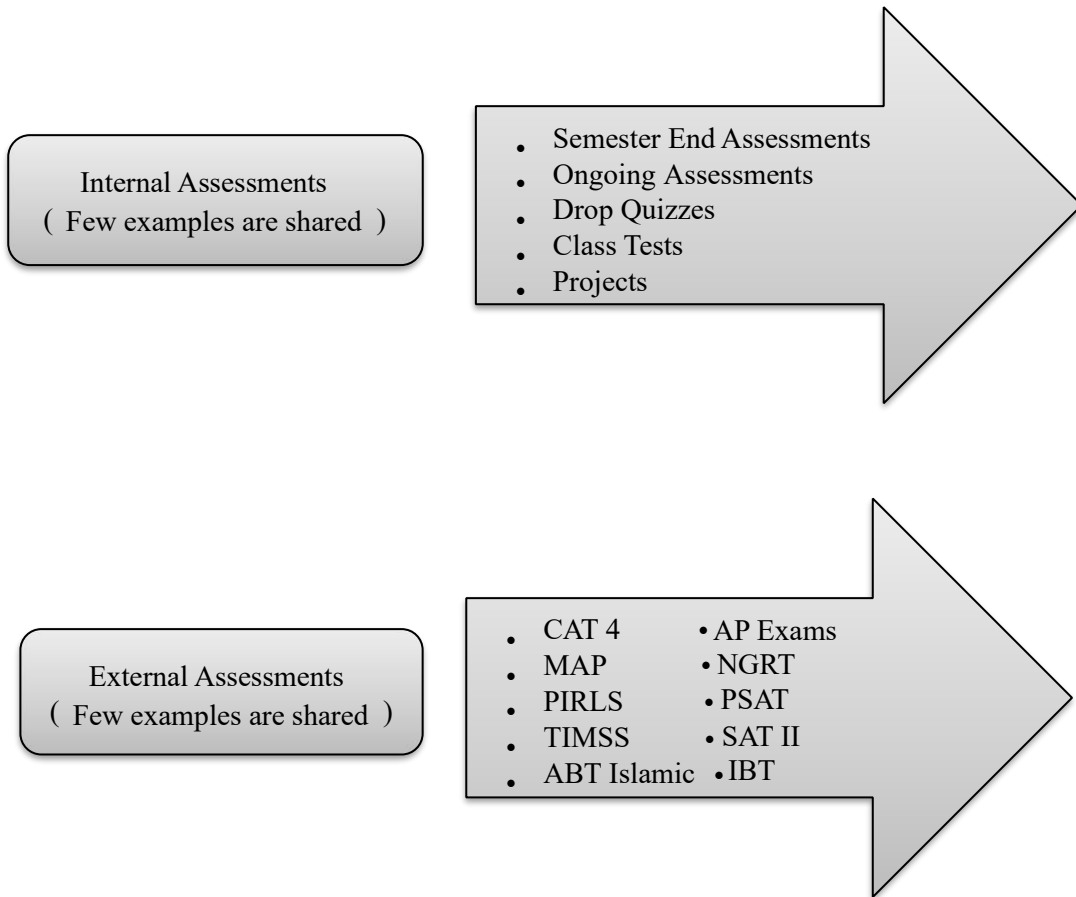
All students should:

- Participate actively in assessment opportunities in lessons and evaluate their own learning and identify next steps.
- Take responsibility for understanding and acting on both written and oral feedback given by their teachers or peers.
- Ensure that their entitlement to advice and guidance on how to improve their academic achievements is fulfilled.
- Support other students constructively when asked to be involved in peer assessment.

2.7 The Role of Parents in Assessment

All parents/carers should:

- Discuss with their child the assessment report sent to them which includes a summary of levels/ grades for each subject.
- Liaise with the subject teacher or homeroom / form tutor about any concerns regarding their child's progress as identified through assessment.



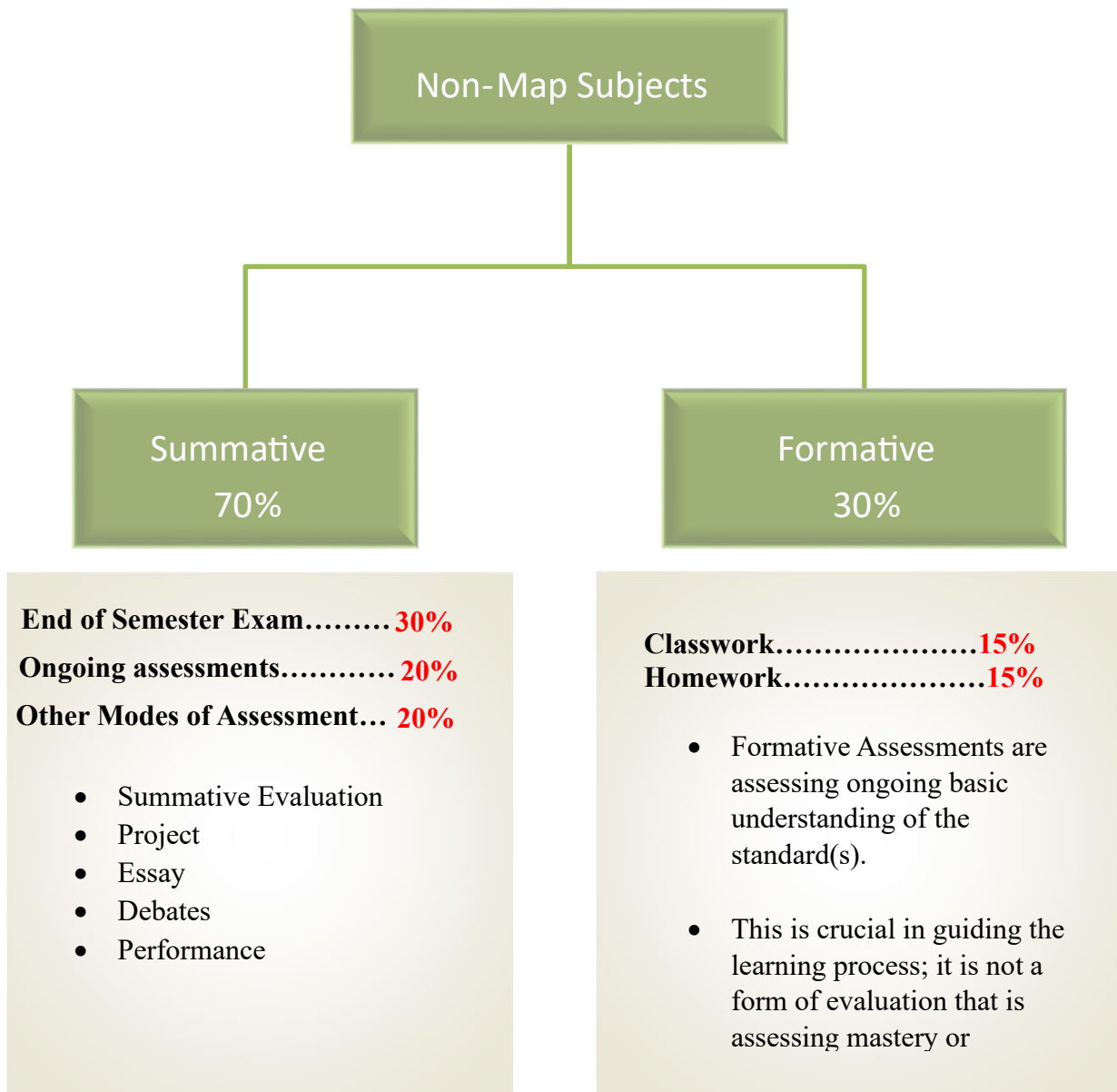
3. Types of Assessments at IGNITE

3.1 Internal Assessments

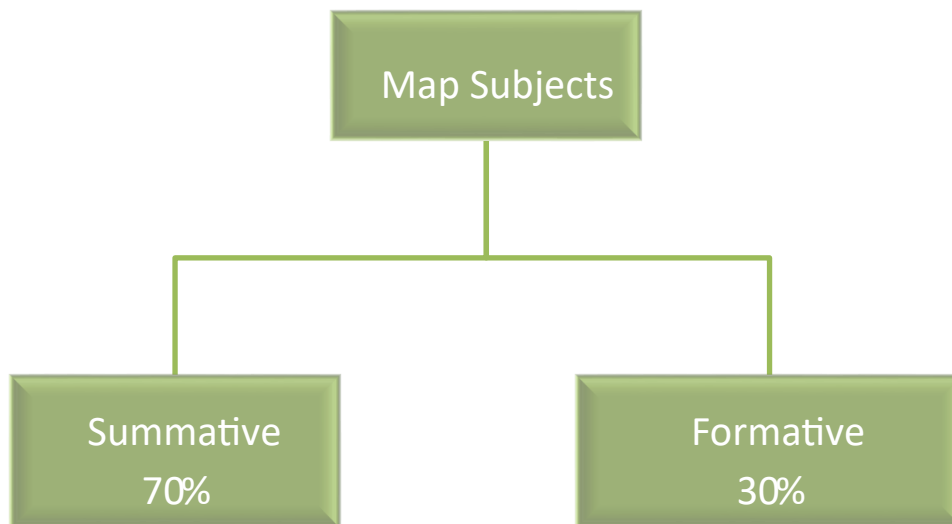
- Internal assessments must be aligned with CCSS (New York State standards), NGSS (Next Generation Science Standards) and the MOE standards for Arabic, Islamic and Social studies (1-9). Internal assessment processes are systematic, coherent, consistent, and linked to the school’s vision and mission.
- Assessment results are used to evaluate students’ progress against the school’s curriculum standards and expectations; results are used to develop differentiated lesson plans of different groups of students during instruction; also, activities closely match student individual abilities.
- Student results on internal assessments are compared to external assessment results and action plans are carried out to narrow the gap.

REPORT CARDS: Our report cards communicate in detail a student’s performance academically. We issue Report Cards four times a year; two as Mid Semester Progress Reports and the other two as End Semester Progress Reports. Our Grade 12 students receive a High School Transcript, which displays students’ accomplishments throughout their four years of high school. The transcript will show all courses taken and the grade they received in each class.

MARK DISTRIBUTION FOR NON-MAP SUBJECTS



MARK DISTRIBUTION FOR MAP SUBJECTS



End of Semester Final Exam..... 30%
Ongoing assessments (Pool).....20%
MAP10%
Other Modes of Assessment..... 10%

- Summative Evaluation
- Project
- Essay
- Debates
- Performances
- Research

Classwork..... 15%
Homework..... 15%

- Formative Assessments are assessing ongoing basic understanding of the standard (s).
- This is crucial in guiding the learning process, it is not a form of evaluation that is assessing mastery or proficiency of the standard.

3.1.1 Assessment of Learning (Summative)

The purpose of this kind of assessment is usually SUMMATIVE and is mostly done at the end of a task, unit of work. It is designed to provide evidence of achievement to parents, other educators, the students themselves, to MOE and Accreditation institutions...

Description of the Summative Assessment Process

- ✓ Diagnostic exams at the beginning of the year
- ✓ Ongoing assessments (2 in each semester) of 2 weeks duration for each.
- ✓ Final Exams for grades 6-9
- ✓ Drop quizzes.

- ✓ Two weeks prior to the scheduled assessment cycle or finals parents and students are provided with the required material and the curriculum content that will be assessed. This document is uploaded on the school website.
- ✓ Assessment papers are checked by teachers and HODs.
- ✓ Teachers and HODs use the assessment data to measure students' attainment.
- ✓ All assessment papers are approved by the Assessment Coordinator.
- ✓ After assessment, analysis is used by teachers, HODs and the Assessment Coordinator to reflect on the content and skills that are missing and need to be adapted or taught again.
- ✓ In case the majority of students (50%-60%) are failing one or more specific skills or standards, teachers will immediately notify the HOD, then HOD will meet with the assessment coordinator to study the action plan.
- ✓ In case one or more students' attainment is dropping unexpectedly by 20% or more, teachers immediately notify the HOD and call for a parent meeting.

3.1.2 Assessment for Learning (Formative)

- ✓ Assessment for learning is used to enhance students' motivation and commitment to learning. It is the kind of feedback provided to students to further their learning.
- ✓ Continuous verbal and written feedback on student's performance
- ✓ Continuous feedback on students' projects phases (extra support-additional resources- rubrics- guidance...)
- ✓ Mistakes are considered as opportunities for learning.
- ✓ Sharing and involving learning intentions at the beginning of the lesson
- ✓ Focusing oral feedback around the learning intentions of lessons and tasks
- ✓ Organizing individual target setting where appropriate, in order that children's achievements and targets are based on previous achievements at the same time as aiming for the next level.
- ✓ Appropriate questioning, raising self-esteem via the language of the classroom and ways in which achievement is celebrated.
- ✓ Providing constructive feedback written feedback that helps students to identify how to improve.

3.1.3 Assessment as Learning (Reflective)

- ✓ Through this process students can learn about themselves as learners and become aware of how they learn using meta-cognition (knowledge of one's own thought processes)
- ✓ Students engage in self-evaluation against the stated learning intentions.
- ✓ Students engage in self and peer assessment of learning both orally and in writing.
- ✓ Students learn self-assessment techniques to discover target areas they need to improve.
- ✓ Use of self-reflection sheets.
- ✓ SIR
- ✓ End of Unit performance tasks.
- ✓ MAP RIT scores and goal setting sheets.
- ✓ Make-up assessments.

3.2 External Assessment

3.2.1 National Agenda Tests

TIMSS: (Trends in Math & Science Studies) to be among the 15 highest performing countries in TIMSS.)

- ✓ TIMSS stands for Trends in International Mathematics and Science Study
- ✓ This test is for Grades 4 and 8 testing Math and Science done every 4 years.
- ✓ To meet this target Science lessons, focus on developing the Science and Math content and cognitive domains.
- ✓ Our assessment breakdown is aligned with the TIMSS tested domains.

CAT 4 test (Cognitive Abilities Test)

- ✓ This test helps teachers identify students' cognitive abilities, learning styles, and how to improve their learning experience by sharing with teachers detailed reports on four test batteries:
- ✓ The test is usually done during the last week of September.
 1. **Verbal Reasoning:** Thinking with "words"
 2. **Quantitative Reasoning:** Thinking with "numbers"
 3. **Non- Verbal Reasoning:** Thinking with "shapes"
 4. **Spatial Reasoning:** Thinking with "shapes and space"

- ✓ This test is not curriculum based, but it is meant to show educators their students’ cognitive abilities to be taken into consideration in planning and instructions.
- ✓ Results are shared with students and teachers to be used in planning and instructions.
- ✓ It is the school's responsibility to train teachers on how to use CAT 4 data to inform instructions.
- ✓ CAT4 results are to be added to SEND students’ IEP files.

MAP Test: Measures of Academic Progress

- ✓ MAP test is designed to measure growth over time. Every test item is anchored to a vertically aligned equal-interval scale that covers all grades. MAP provides a consistent longitudinal measure of student growth, regardless of whether scores on your new state summative assessment show drops in student performance and proficiency due to curriculum misalignment.
- ✓ MAP test is also part of our national agenda parameters, it is done 3 times per year.
- ✓ This test is for Grades K-9 testing English, Math and Science aligned with the US curriculum.
- ✓ The MAP reports give a detailed description of the student level, and it guides teachers and students on how to improve skills.

1. MAP Proctor Guide	All MAP proctors must receive training prior to the MAP testing sessions: include pausing, suspending, starting, ending, disengaged flag, duration, accommodations assigned, etc.
2. MAP Accessibility and Accommodations	Please coordinate with your school’s inclusion department for details. There are 3 types of accessibility and accommodations: Universal Features, Designated Features and Accommodations. Please refer to the attached manual.
3. MAP Assessment Coordination Guide	This is for assessment coordinators, it will help with the following: proctor preparation, testing dates, completion of testing, test window, etc.
4. MAP Setup Checklist	Quick reference to address tasks that must be completed prior to testing such network setup, device setup, reporting requirements, preparation of roster, staff access, etc.

IBT Arabic test:

It is designed to cover grades 3 up to 10. It targets all Arab native and non-Arab. It measures student's attainment and growth horizontally and vertically. It is done once a year in November. It is aligned to the MOE framework.

It gives detailed description about the student's weakness and strength in the Arabic standards which guides teachers and students on how to improve their skills.

4.Roles and Responsibilities:

4.1 The Role of Senior Leaders in Assessment

Senior Leaders aim to use assessment procedures and processes to drive whole school improvement by:

- Helping teachers make well-founded judgements about students' attainment and progress.
- Monitoring that formative assessment is a key factor in planning teaching and learning.
- Monitoring the accuracy of the information provided to parents about their child's attainment and progress.
- Tracking the attainment and progress of individual students and groups of students over time
- Monitoring practice in assessment and take appropriate actions.
- Using assessment information when planning training and Continuous Professional Development (CPD)
- Comparing the progress made by different groups of students to ensure that no group is disadvantaged.
- Ensuring that there is enough flexibility in assessment expectations so that individual teams can adopt processes that are most conducive to progress in their subject/area.
- Ensuring students are supported in making informed curriculum choices.
- Using assessment and monitoring to ensure that the curriculum meets the needs of students.
- Monitoring the role Middle Leaders in ensuring good practice in assessment is consistent across all lessons.
- Ensuring that any pedagogical developments in assessment practice are implemented where appropriate.
- Ensuring that all teachers know what is expected of them in assessing students.

Final Exams Procedure for Students:

1. Students may not leave the exam room during examinations.
2. Late students will be warned the first time, and then prohibited from entering the exam if lateness is repeated.
3. Students begin exams at 08:30am.
4. Students **MUST** remain seated in their assigned seats for the **ENTIRE** duration of the exam.
5. Students must remain quiet for the **ENTIRE** duration of the exam. Talking **for ANY reason at ANY time** is completely forbidden.
6. Any questions, queries, or concerns, including requests for materials, **MUST** be addressed **directly** to the teacher by **raising hands**.
7. **Speaking** or **gesturing** to classmates during the examination will be taken as an attempt to cheat and will be treated as such, without conference with the student.
8. Eating, drinking, and chewing gum are strictly forbidden.
9. In the case of electronic exams, students **MUST** remain on the Schoology page.
10. Upon completion of the examination, students are expected to remain seated quietly and not to disturb others.
11. All the bags must be placed outside. All books, folders, copy books that they need from your class must be taken before the exam starts and be placed outside the examination hall as the students will not be allowed to visit the classroom after the exam.
12. Mobile phones are strictly not allowed and will be confiscated immediately. Students must submit their mobile phone to the supervisor before the exam starts.
13. Students are expected to avoid visiting the washroom during the examination. Students are expected to use the washroom before the test starts. Any visit during the examination will be as directed by the supervisor in the room.
14. Students must use only blue pens in writing the exam. It is not allowed to use correctors or removable inks.
15. A student is not allowed to sit for any exam if he is late more than 15 minutes.
16. Time counts are made visible to all students.
17. All kinds of information (Date, Number of Students, Absentees,) are recorded on the whiteboard.

18. It is not allowed for any teacher to visit the exam halls to answer any questions or clarify any material from Grades 6 -11.

5. Monitoring and Evaluation of Assessment Policy Implementation

5.1 Failing and Passing

KG-Grade 5: All students will pass all subjects but an Individual Education Plan (IEP) will be put in place if data is very low and identified students will be referred to inclusion Team for further support.

Grades 6-11: If students do not qualify in any subject, they will have the right to a retest. If students do not qualify in any of the three subjects, it will result in repetition of the grade. Students who do not qualify in more than three subjects, will not be offered retests but will be recommended for repetition of the grade.

5.2 Recording Assessment

Teachers record the day-to-day assessment of students' work and Middle Leaders ensure that assessments are recorded in sufficient detail. Each teacher maintains a mark-book that contains information on each individual student in their classes, including targets for the Grade/phase and SEN information. It also includes standardized test results, summative unit assessment marks, and interim / end of year levels/grades.

5.3 7.3 Tracking Student Progress

Information on student progress gathered through planned assessments should be recorded within a systematic tracking system. This will allow practitioners and managers to have a clear picture of whether individual students are progressing through experiences and outcomes at an appropriate pace. Systematic tracking of progress will then allow practitioners to identify next steps in learning and inform reporting on progress and achievement. Within the tracking system, progress should be recorded with reference to student background characteristics (e.g., gender, SEN status, EAL status, ability level etc.) in order to identify trends in performance within student groups that might require further intervention. Tracking procedures should also ensure that data can be easily analyzed by Senior Leaders for school self-evaluation and presented effectively to fulfil any requirements for external agencies (e.g., for inspection/accreditation purposes).

5.4 7.4 Reporting to Parents

Reporting the progress of students has two main purposes:

- Firstly, it provides clear positive and constructive feedback about children's learning and progress.
- It also creates opportunities for discussion about the next steps in learning, between students and those teaching and supporting them.

It is important that this process is manageable and proportionate while providing the necessary information.

Parents are entitled to information on their children's strengths, progress, and achievements. They are also informed of any gaps in their children's progress and can discuss how they can help. Schools have a duty to ensure that parents receive written feedback of a high quality that meets their needs while fulfilling any requirements from accreditation bodies. To ensure these aims are met, the procedure and format of written reports are formally reviewed on a regular basis and at least once every three years.

IGNITE parents receive a minimum of one written report per semester. In addition to written reports, parents are provided with formal, regular, verbal feedback through Parent Conference Meetings. Again, whilst each school could set their own procedures in this area to meet their individual circumstances, it is expected that this will occur at least once per academic year.

5.5 Target Settings

IGNITE sets student targets, in line with the curriculum framework and outcomes. Students are set targets in each subject at the beginning of the academic year.

These targets are set by their subject teachers using professional judgment and considering:

- The prior attainment of each student
- The CAT 4/ MAP Indicator for each student
- The CAT ability level for each student (High, Above, Average, Below, Low)
- The individual CAT scores for each student
- Data from standardized tests (IBT, MAP, etc.)
- A suitable level of 'challenge' to reflect high academic expectations.

Targets are not designed to be rigid - rather they can be modified in light of progress above expectations. As targets are reported to parents, in line with the procedures outlined above, they should be realistic and in line with the CAT 4 Indicators (where available). This will help to avoid generating targets that students will not be able to achieve and, consequently, generating unrealistic parental expectations.

6. Marking Policy (SIR)

At IGNITE we believe that marking and feedback should form an integral part of the teaching and learning process by enabling teachers to inform children individually of their achievements, address misconceptions and celebrate good work. The responses to children's work should focus on successes and areas of development against learning objectives and outcomes, enabling children to become reflective learners. The information gained should then feed directly into assessment and planning to create a cohesive and efficient system.

6.1 Marking and feedback aims at the following:

- Focused on individual learning needs.
- Indicate to what extent the learning objective has been met.
- Relate specifically to the agreed learning objective or outcomes.

- Provide opportunity for students to respond to their marked work.
- Provide feedback relating to the child's achievement and/or effort.
- Encourage and motivate students through purposeful comments.
- Highlight what the next area for learning should be.
- Show students that their work is valued.

6.2 Expectations

Not all pieces of work can be 'quality marked.' Teachers decide whether work will be acknowledged or given detailed attention. Marking focuses first and foremost on the learning objective and/or learning outcomes. School sets its own marking procedures to suit their individual circumstances and context, ensuring that teachers provide "Next Step" feedback to students in each subject area on a consistent and regular basis. A record of this should be made in the student's book, along with the next step.

6.3 The Importance of Marking:

The marking of work is part of the feedback that learners receive regarding the performance of their work in school. Marking is seen as a longer-term record of progress with immediate feedback coming from discussion with the teacher about work performance.

6.4 The Purpose of Marking is:

- To recognize those areas of school work that are good and to improve upon them.
- As a means of giving encouragement towards producing work at an acceptable level
- To indicate to the learners what happens next then ensure progression.
- To check for standards, individually, and within the class
- To determine whether a child can work within set time limits or targets.

Makeup assessment:

Students are allowed for makeup assessments only with a valid reasons.

7. Assessment Moderation and Invigilation

Moderation is a quality assurance process by which a suitably qualified person (or group) not involved in setting or marking an assessment task confirms that the assessment is accurately, consistently and fairly conducted.

Moderation of student work is thus the process of ensuring the grading of students' assessed work is accurate, consistent and equitable and by implication comparable vertically over grade levels and horizontally across classes.

Additionally, the moderation process enables teachers to share their expectations and understanding of standards with each other in order to improve the consistency of their decision about student learning.

- Vertical moderation focuses on the consistency of assessments and standards across different grade levels within the same subject, ensuring a coherent progression from one grade or level to the next.
- Horizontal moderation ensures consistency across subjects/classes of the same grade level, promoting an equitable assessment environment across the curriculum.

This policy focuses on the procedures for moderating assessed work so that the assessment process and grading standards are the same vertically over grade levels and horizontally across classes.

Part 1: Internal Assessment (IA) Moderation Systems and Processes (vertical and horizontal)

Moderation - Instrument Design Stage

For the design of each assessment, roles are identified at the beginning of academic year through a staff roster. Moderation consists of 4 personnel levels, to be identified in a roster for each instrument in all subjects and grades:

1. Writer (e.g., class 1A teacher).
2. Peer Moderator (e.g., class 1B teacher).
3. MLT Moderator [either Grade Leader or HoD].
4. SLT Moderator [SLT moderator signs off on the moderation process for each instrument design].

Moderation should start at the assessment design/drafting stage. The key aspects considered at this stage are a review of [SLT to provide checklist for each level of moderator]:

- Compatibility of assessments with learning outcomes and curriculum objectives ensuring appropriate challenge.
- Equivalence across all classes in a grade.
- Compliance with over-arching school approach to assessment.
- Assessment criteria.
- Alignment and suitability of marking schemes/rubrics with model answers, cognitive levels, quality levels and achievement levels.
- The balance between assessments within courses and across each phase for subject area.
- Consistency across subject areas.
- Consistency with former assessments (in terms of standards).
- Consistency with NYSLS and MoE levels.
- Suitability of tasks, questions etc.
- Use of approved source for selecting tasks, questions etc.
- Accuracy of translation (where applicable).
- Correct use of assessment cover page.
- Modifications and accommodations list relevant to assessment instrument and aligned to external assessment permissions.
- Incorporation of previous assessment cycle feedback on instrument design.

Moderation - Marking of Assessment Stage: Sampled Second Marking

Sampled Second Marking involves one or more first markers marking all students' assessments, and a moderator reviewing these marks for a specified proportion of students' assessments.

The key activities of moderation process at the marking stage include [SLT to provide checklist for each level of moderator]:

- i. Sampling of marked assessments. Minimum sample sizes are calculated for compliance at each level i.e., Peer, MLT and SLT.

<i>Class size</i>	<i>Sample size of marked assessments</i>		
	<i>26</i>	<i>24</i>	<i>20</i>
<i>Peer Moderator</i>	13	12	10
<i>MLT Moderator</i>	8	7	6
<i>SLT Moderator</i>	4	4	3

- The sample should include examples of fails, highest grade, and assessments on each grade borderline (i.e., 2% above or below the grade boundary).
 - Where the marking has been conducted by a team of first markers, the sample should include assessments marked by each of the first markers.
- ii. Sampled Second Marking:
 - a. The Peer Moderator should review the first markers' marks and comments for the sample, and check that marking for the sample is consistent with the relevant common marking scheme, grade descriptors and marking criteria.
 - b. If a team of first markers is involved, the Peer Moderator should also check that they are all taking a consistent approach per design stage moderation and school policy. If the Peer Moderator is not satisfied that the marks are appropriate, they should discuss them with MLT Moderator.
 - c. MLT Moderator sampled second marking review.
 - d. SLT Moderator sampled second marking review.

Moderation considerations for Peer, MLT and SLT Moderators:

 - Evaluation of consistency where multiple staff members have contributed to the marking.
 - Review of marks/academic standards across courses within a subject area.
 - Review of marks/academic standards across the same grade.
 - Review of marks/academic standards across the same course over three (3) academic years.
 - Scrutiny of marking of assessments undertaken by new teachers on probation.
 - Scrutiny of marking of assessments undertaken by teachers on a development plan.
 - Consideration of special circumstances which may have affected the performance of a group of students.
 - Overview of the School's approach to considering the mitigating circumstances of individual students.
 - iii. If the MLT Moderator is not satisfied that the marks are appropriate, they should discuss them with SLT Moderator and then the marker(s) concerned to make any necessary adjustments to the marks and associated feedback.

- iv. Where the SLT Moderator identifies a systematic issue regarding the marking, any adjustments or remarking should be applied to all relevant students (e.g., all the students who attempted the assessment, or all the students marked by a particular marker), not just those in the moderation sample (see point i).
- v. SLT moderator signs off on the moderation process of marking for each class.

The entire **Moderation - Marking of Assessment Stage** should take one week from when all marking by the first marker is complete.

Note: There may be more than 1x Peer Moderator, it may be a Peer Moderator Team/Committee.

Adjusting results

It may be necessary to reconsider the whole range of results (marks/grades) for students on a course and, as a consequence, propose an adjustment to student results. Various forms of adjustment may be used, provided that these are applied to the range of results and to all relevant students, not just those in the moderation sample. Examples of adjustment include:

- adding/subtracting a fixed percentage to/from student marks, scaling marks by a constant factor,
- widening or reducing the span of marks, or a combination of these.

A recommendation for adjustment to student results should be made by the SLT Moderator. Only the Director or Principal can approve (or reject) proposed adjustments to student marks and student grades. The decision of the Director or Principal should be recorded in meeting minutes.

Internal Assessment grade boundaries are aligned to a fixed scale set by KHDA/NEASC for American curriculum schools.

Staff Deployment Rosters

During the induction week, staff rosters will be developed to organize teachers on a rotation into the roles or committees, ensuring a fair distribution of moderation tasks throughout the academic year for maximum efficiency and productivity. These will be periodically refreshed during the academic year.

- Staff deployment shall link to performance management and professional development opportunities.
- A feedback loop will be established where staff can reflect on the assessment process, share the challenges faced, and suggest improvements.

Part 2: Internal Assessment (IA) Invigilation Systems and Practices

a. Modifications and Accommodations:

Align internal assessment modifications and/or accommodations with external assessment permissions.

Only those students with modifications and/or accommodations permissible from external assessment shall be entitled to the same modifications and/or accommodations for their internal assessment. No other modifications and/or accommodations for those students is allowed on their internal assessment.

Students who are not eligible for modifications and/or accommodations in an external assessment, will not be eligible for modifications and/or accommodations in the internal assessment. In that instance, proctor support is limited.

b. Identification of Students:

SoD teachers and DAC share the permissible modifications and/or accommodations for each eligible student to the relevant teacher(s). This should exactly mirror external assessment in both permissions and eligibility.

Teachers prepare a list of eligible students in their class with permissible modifications and/or accommodations and submit to their Vice-principal for approval.

Teachers communicate the modifications and/or accommodations plan to the eligible student's parents. Teachers then ensure that everyone involved understands their role in implementing and supporting the accommodations.

Kindly note, students with IEP who do not qualify for external assessment modifications and/or accommodations are not eligible. Only those students who qualify external assessment are eligible. Similarly, only the permissible external assessment modifications and/or accommodations for that student are to be made available during internal assessment.

c. Proctoring Procedures:

General Preparation (Applicable to All Phases)

- Conduct training sessions for all proctors on proper invigilation techniques, ethics, and handling of accommodations 2 weeks prior to the assessment. Those who create the assessment for grades 6-9 are not allowed to be proctoring the same assessment.
- Ensure all necessary assessment materials, including exam papers, pencils, and permissible accommodations (e.g., assistive technology, large print exams), are prepared and accessible.
- Arrange seating according to the specific needs of each phase (but not facing each other), ensuring a distraction-free environment conducive to concentration. Middle and High School internal assessments are administered in the MS/HS MPR room.
- Each room must have a clock facing the candidates, start and finish times, and a copy of Conduct of Assessments posted.

- Principal with SLT to monitor IA invigilation through QA visits during internal assessments.

Kindergarten (KG):

- Brief students on what to expect during the assessment in a child-friendly manner to alleviate anxiety.
- Schedule the assessments to be short, reflecting young students' attention spans.
- Allow for proctor assistance in understanding questions, without leading the student to specific answers.

Elementary School (ES):

- Incorporate short breaks between sections to help maintain concentration.

Student questions during internal assessment (ES, MS and HS):

- If a student has difficulty understanding the information on the assessment, suspects there is an error in the assessment or has any subject-specific queries, advise the student to attempt the question according to the instructions. Students must be left to interpret questions in the assessment for themselves.

Do not:

- Provide what you, as a proctor, consider to be the correct explanation.
- Suggest an alternative interpretation.
- Provide clarification of the question.
- Ask a student to ignore an instruction.
- Offer any modification and/or accommodation which isn't approved.

Post-Assessment (Applicable to all phases):

- Collect all assessment materials promptly and ensure their secure transfer for marking.
- Provide immediate feedback to teachers on any issues encountered during the assessment, including any disruptions or concerns regarding specific students.
- Post-assessment, review the procedures and gather feedback from proctors, teachers, and students (where appropriate) to identify areas for improvement.

Part 3: Internal Assessment Alma Monitoring and Verification

a. IA Grade Entry:

- Teachers enter IA grades on Alma. This will go under the “summative assessment” category under Alma (70% weightage). Data and Assessment Coordinator to set Alma weightage for formative and summative assessment.
- Designate specific timelines for the entry of assessment data into Alma post-assessment. All assessment entry has to be done prior to progress reports and report cards submissions. Offer training for teachers on the data entry process and the importance of accuracy in maintaining academic records.
- Provide training and support for new teachers on using Alma effectively.

b. Monitoring by Middle Leaders and Senior Leaders:

- Middle leaders monitor IA grades on Alma against policy for consistency. Assign middle leaders the task of regularly reviewing entered data for their departments.
- DAC and Vice-principals complete final check of all IA grades on Alma, cross-referencing against assessment documents and rubrics to confirm that grades reflect the assessed standards.
- Principal and Vice-principals (and DAC) to sight and verify each printed student report.
- Principal is responsible and accountable as pedagogical leader.

Procedures:

- Middle leaders are assigned to regularly review the data entered into Alma for their respective departments, ensuring this task is evenly distributed and scheduled throughout the assessment period.
- A comprehensive checklist is used based on policy standards and training materials, which middle leaders will use to verify the accuracy and consistency of the data entered.
- Middle leaders conduct reviews according to a predetermined schedule, using the checklist to identify any discrepancies, inconsistencies, or deviations from policy standards.
- When inconsistencies are found, middle leaders are to immediately contact the concerned teacher for clarification and correction. If issues persist, the case is escalated to senior leadership for further action.

Part 4: Moderation policy – monitoring and reporting

The Principal shall undertake a review of the School's moderation process as a whole and produce two reports; mid-year and end-year. Attach meeting minutes of adjusted result discussions to the reports. Submit reports to the Director.

It is important for Ignite School to maintain records that show how the moderation process has operated, including showing the rationale for decisions in relation to individual marks / grades, including any decisions that marks or grades should not be altered.

Suggested topics to be covered in the report may include:

- Commentary on the internal review of assessments at the design stage.
- The extent to which marking schemes and assessment criteria were applied accurately, consistently and fairly.
- Any instances where adjustment of marks was required.
- Any significant discrepancies between markers.
- Variability in/equivalence of marking and marks profile across time (academic standards).
- The effectiveness of the marking undertaken by new staff members and/or staff on development plans.
- How the moderation process was carried out.
- Commentary on the effectiveness of the moderation process.
- Any recommendations for next cycle.

- Any recommendations for future offerings of courses, such as: the forms of assessment or the assessment criteria; the marking of assessment; the award of marks/grades.

8. Conclusion:

This Assessment Policy is intended to be a working document, which is regularly revised and updated to reflect the school’s needs and expectations of local governing bodies, and international standards. Every member of academic staff at IGNITE is responsible to know and abide by the standards and procedures outlined in this Policy. The academic leadership’s responsibility is to ensure the familiarity of staff with the Policy, oversee its implementation in the daily life of the school, and regularly evaluate the adequacy of the Policy for meeting its ultimate goal: **supporting effective teaching and learning at the school.**

Grade Conversion

The KHDA “American Authorized School” requirements for curriculum; assessment and graduation requirements will be satisfied. Ignite School will use the KHDA standard conversion chart to convert high school percentage grades to letter grades. This chart will also be used to calculate cumulative grade point averages (GPA).

<i>Letter Grade</i>	<i>Percent Grade</i>	<i>4.0 Scale</i>
A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1
D-	Below 65	0.5
E/F	Below 60	0
AP courses	An addition of 0.25 to the standard weighting	

Promotion and Retention of Students

The Ignite School policy for student promotion, retention and graduation draws on the New York City Department of Education’s regulations for student promotion standards and graduation.

Consistent with Ignite School’s implementation of Response to Intervention (RtI), classroom teachers are expected to make every effort to identify as early as practicable those students whose development path is at risk of obtaining appropriate grade level promotion benchmarks. The school leadership and

parent(s) must be notified promptly if current grade level retention is anticipated, and an education plan shall be designed for each student identified as such.

Parents will be advised prior to or during the Q2 Parent-Teacher Conference and distribution of report cards if their child is at risk of underachievement. This early notification will provide an opportunity to review student work, discuss strategies and interventions, establish benchmarks, and clarify responsibilities in moving the student toward promotion. If the student is still at risk of underachievement as evidenced by student work/grades, written notice to that effect will be provided to the parent no later than mid-Q2. Records of ongoing parental communication and involvement, i.e., meetings, emails, phone calls, report cards, parent-teacher conferences, assessment of the student's work, and instructional interventions will be maintained. Failure by Ignite School staff to provide notice to parents may result in promotion of the student. The Q2 and Q3 Parent-Teacher Conferences offer an additional formal opportunity to discuss student progress toward achieving promotion at the end of the school year.

KG1

Promotion or retention of KG1 students is considered according to the attendance record and age of the student. The attainment of 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. Typically, KG1 students are exempt from retention.

KG2 to Grade 2

Assessment of Progress - All aspects of a student's record, including evidence that student work demonstrates progress towards meeting the core learning standards, will be reviewed periodically to ensure that students are moving toward the attainment of literacy and math skills (including Arabic for some students) and that appropriate support and intervention strategies are in place for those students whose progress is of concern. Parents will be informed and involved in the progress of their child's development and be offered opportunities for participation in classroom activities and homework assistance.

Instructional Strategies and Intervention - Preparation of students in KG2 to Grade 2 will be based on instructional practices, strategies and interventions established to promote attainment of literacy and math standards (including Arabic for some students). These practices will draw from the use of the Common Core Learning Standards for Literacy and Mathematics, remedial instruction, and other activities to ensure that all students become independent readers and writers by Grade 3.

Attendance - Students will be encouraged to develop good habits of attendance, beginning with their first school experience. Therefore, the attainment of at least 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. We strive for all students to achieve 100% attendance.

Promotion Decisions - For Grades KG2-2, in the event that promotion may be considered not to be in a child's best interest, parents should be notified and actively involved in reaching the decision of whether to promote or retain their child. Promotion decisions for students in Grades KG2-2, including students with SoD and ELLs, will be made by the principal in consultation with the child's teacher and parent. For ELLs, the decision to promote or retain shall include consideration of the student's language development; however, ELL identification alone may not be the sole basis for retention. If a parent disagrees with the

promotion decision, the parent may appeal to the Director. The Director shall review the principal's decision and make a final determination. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

Grades 3 to 7

- a) Multiple Promotion Criteria (including SEND students whose IEPs do not specify a modified promotion standard)
- b) Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP, CAT4), course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.
- c) If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks, the principal shall recommend that the student complete a summer work portfolio at home. The Principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.
- d) The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.
- e) If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

Promotion for EALs in Grades 3 to 7

EAL identification alone may not be the basis for retention. Promotion criteria for EALs will be determined according to the student's number of years of enrolment in an English medium school:

Students enrolled for six or more years will be held to the promotion criteria set forth in section a below.

For students enrolled for at least two years but fewer than six years, promotion will be based on whether students:

- Attain sufficient progress in the WIDA program as evidenced by multiple measures, which may include student work, course grades, and external EAL assessments; and
- demonstrate satisfactory progress in Mathematics (plus Arabic and Islamic Education if applicable) as evidenced by student work.

EALs in Grades 3 and above who are not promoted will be recommended to complete a summer work portfolio at home.

A review team shall review the promotion portfolio previously submitted by the classroom teacher, along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

a. Multiple Promotion Criteria (including SoD students whose IEPs do not specify a modified promotion standard)

Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP, CAT4), course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.

If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks, the principal shall recommend that the student complete a summer work portfolio at home. The principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

b. Promotion for students with SoD whose IEPs specify a modified promotion standard in Grades 3 and above.

When the IEP team has specified a modified academic promotion standard on the IEP, the modified standard will be applied. If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks for the modified promotion criteria, the principal shall recommend that the student complete a summer work portfolio at home. The principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

Grade 8

a. Multiple Promotion Criteria (including SoD students whose IEPs do not specify a modified promotion standard)

- i. The attainment of passing grades in core courses: English, Mathematics, Science and Social Studies as well as Arabic and Islamic Education (if applicable).

- ii. Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP, CAT4), course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.

Eighth grade students who do not meet promotion criteria because of failure to pass one or more core courses may be able to pass the needed course(s) via a summer work portfolio at home.

If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks, the Principal shall recommend that the student attend complete a summer work portfolio at home. The Principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

Students who do not achieve the requirements for promotion from Grade 8 will be retained. A decision to retain shall be arrived at by consensus from a case conference approach involving the teacher, Principal, counselor, and parents. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

Promotion for EALs in Grade 8

EAL identification alone may not be the basis for retention. Promotion criteria for EALs will be determined according to the student's number of years of enrolment in an English medium school:

Students enrolled for four or more years will be held to the promotion criteria set forth in section a.

For students enrolled for at least two years but fewer than four years, promotion will be based on whether students:

Achievement of expected gains in the WIDA program as evidenced by multiple measures, which may include: student work, course grades, and external EAL assessments; and demonstrate satisfactory progress in Mathematics (plus Arabic and Islamic Education if applicable) as evidenced by student work. EALs in Grade 8 who are not promoted are recommended to complete a summer work portfolio at home.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

For students enrolled for at least one year but fewer than two years, promotion will be based on whether students:

Attain sufficient progress in the WIDA program as evidenced by multiple measures, which may include: student work, course grades, and external EAL assessments; and demonstrate satisfactory progress in Mathematics (plus Arabic and Islamic Education if applicable) as evidenced by student work. EALs in Grade 8 who are not promoted are recommended to complete a summer work portfolio at home.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

a. Promotion for students with SoD whose IEPs specify a modified promotion standard in Grade 8

When the IEP team has specified a modified academic promotion standard on the IEP, the modified standard will be applied. If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks for the modified promotion criteria, the Principal shall recommend that the student to complete a summer work portfolio at home. The Principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

Grades 9 to 12 (for general education students, SoD and EALs)

Promotion from Grade 9 (Freshman) will be based on a comprehensive assessment of whether students:

- a. Successfully complete standards in academic subject areas; and
- b. Accumulate a minimum of 6 credits minimum.

Promotion from Grade 10 (Sophomore) will be based on a comprehensive assessment of whether students:

- a. Successfully complete standards in academic subject areas; and

- b. Accumulate 12 credits minimum (building on previous year).

Promotion from Grade 11 (Junior) will be based on a comprehensive assessment of whether students:

- a. Successfully complete standards in academic subject areas; and
- b. Accumulate 18 credits minimum (building on Grades 9 and 10).

Promotion from Grade 12 (Senior) will be based on a comprehensive assessment of whether students:

- a. Successfully complete standards in academic subject areas; and
- b. Accumulate 22 credits minimum (building on Grades 9, 10 and 11).

High School Graduation – Ignite School High School Diploma

All students satisfying the requirements receive the Ignite School High School Diploma. All students must attain a minimum of 22 credits spread over the four years of High School (i.e., Grades 9 to 12) in the following course areas to fulfill KHDA “American Authorized School” graduation requirements.

<i>Subject/course area</i>	<i>Units or credits</i>
	<i>Each full unit or credit is considered as a subject studied throughout the academic year for at least three 50 minute periods per week (except for Islamic Education)</i>
English	4
Science	3
Math	3
World Language	2
Social Studies	2
Physical Education	2
The Arts	0.5
Electives	5.5
Arabic	4
For Arab Nationals - Mandatory These units can replace a combination of credits or units from the elective and world language components	
Islamic Education	2
For Muslim Students - Mandatory These units can replace a combination of credits or units from the elective and world language components	
*A credit or a unit is 120 classroom hours of instructions per school year	

Each student is provided choices to personalize their program to their learning interests through the 5.5 minimum credits of electives (a hallmark of the US curriculum).