

## **ASSESSMENT PROCEDURES**

### **WHOLE SCHOOL**

#### **PHILOSOPHY AND PRINCIPLES UNDERLYING ASSESSMENT AT OIS.**

The purpose of assessment at Oeiras International School is to support and encourage student learning through teacher feedback and student reflection. Assessment is based upon a variety of suitable tasks that aim to build upon previous learning. To this end, assessment is used to inform teachers of the student's current level. All students are assessed against IB criteria, and students with learning difficulties and very able students have scaffolding or extension tasks to enable them to reach their individual potential.

We at OIS believe that regular homework is necessary to support students' understanding in the subjects. See below for details of homework allocation.

Internal standardisation of a sample of student work from each year group is conducted within each department once every half term.

#### **ACADEMIC STANDARDS**

Our end of year marking scheme records progress on a scale from 7 (Excellent) to 1 (Very Poor). Please see *Portaria 433/2005, April 19th* for equivalence (on our website). Achievement grades of 3 or less should be viewed as failing grades or at least indicating lack of readiness to proceed to the subsequent year's study. If an MYP student earns a 3 or below in three or more subjects (all subjects are included) this may constitute failure of the year. Please see Appendix 1 for age equivalences between Portuguese schools and OIS. In the IBCP a 2 or lower in any of the 2 DP subjects or a lower than D grade in the RP-Reflective project constitute failure of the IBCP.

#### **DP ASSESSMENT**

Diploma students are assessed formatively and summatively in all subjects. Formative assessment comprises teacher feedback on drafts of work, on examinations, including mock examinations and orals and on classroom participation and demonstrated understanding of subject material. Summative assessment uses the published Diploma criteria for the assessment of student work, and at the end of each term the grade boundaries are applied to arrive at a 1-7 grade (A-E grade in the case of Theory of Knowledge). Diploma students sit examinations at the end of DP year 1 (Y12), and in February of DP year 2 (Y13). The grades from these form part of their summative assessment grade.

## **DP RECORDING AND REPORTING**

All teachers use their own records and the data management system to record and report on DP grades. Every DP student receives a complete subject report at the end of each term, with their summative assessment grades, and comments on their progress, including identification of their strengths and areas that they find challenging. Parents attend DP information evening during the year, to be informed about DP assessment practices.

## **DP HOMEWORK**

Each student in the Diploma Programme is expected to complete homework of at least two hours each day, including weekends. The Diploma schedule allows students several periods of study time during the week, and they may use the library computers to help them write assignments during this time. In order to complete the DP successfully it is essential that deadlines are met. Students are encouraged to use time-management skills and avoid the piling up of work as the year progresses. To help them develop these skills, students have group sessions on time management and research skills and individual sessions with teachers and the careers counsellor to help them plan their time.

## **DP DEADLINES**

In order to complete the Diploma Programme successfully it is essential that deadlines are met. This will allow students to develop time management skills and avoid the piling up of work hindering results. To help them develop these skills, students have group sessions on Time Management, Research Skills and individual sessions with teachers and career counselor to help them plan their time.

If a student misses a deadline:

1. Teacher will email parents on the day the deadline is missed, copy to Tutor and DP Coordinator.
2. Work will be awarded a grade of zero. However, because feedback from the assigned work is critical to success in the DP, the work must be completed; therefore, the student will attend afterschool detention to complete the assignment and benefit from teacher's feedback.
3. If the student has a planned justified absence on the day the work is due, work must be submitted prior to the absence. In the event of an unexpected justified absence, work is due on the day the student returns to school.
4. If this is a recurrent situation, Senior Tutor will contact the parents expressing general concern. A parent meeting will be arranged to determine what further action will be taken.
5. It is important to note that missing a deadline for final submission of a compulsory component such as an internal assessment, extended essay or TOK essay, may result in failure to successfully complete the diploma program.

All deadlines are posted on a school online platform to allow appropriate planning and time management. If exceptional circumstances arise, the student should discuss this with the teacher well in advance.

Adequate planning will allow for completing the assignment on time, technical failure (loss of work from computer, no ink in the printer, etc.) does not constitute an acceptable excuse for missing a deadline.

## **DP HONOUR ROLL**

To be placed on the termly honour roll, a DP student needs an overall average grade of 6 and no individual subject grade lower than 4, and to be fulfilling his/her CAS requirements. S/he should not have any NS (not submitted) grades on the report for the term under consideration.

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## **IBCP ASSESSMENT**

IBCP students are assessed formatively and summatively.

Formative assessment in the at least 2 DP courses at any level comprises teacher feedback on drafts of work, on examinations, including mock examinations and orals and on classroom participation and demonstrated understanding of subject material. Summative assessment uses the published Diploma criteria for the assessment of student work, and at the end of each term the grade boundaries are applied to arrive at a 1-7 grade. IBCP students sit examinations at the end of DP year 1 (Y12), and in February of DP year 2 (Y13). The grades from these form part of their summative assessment grade at OIS.

In the core of the IBCP, language development will be internally assessed and authenticated by OIS and will also determine whether ATL-Approaches to Learning and CS-Community and Service/Service Learning have been satisfactorily completed or not. The RP-Reflective Project will be internally assessed but externally moderated by the IB.

## **AWARD OF THE IBCP**

The Career-related Certificate of the IB and the statement of results will be issued subject to satisfactory completion of the following requirements by a student:

- a) The candidate has completed the specified career-related study at ValDoRio, including the PAP-Portuguese Professional Certification;
- b) The candidate has been awarded a grade 3 or more in at least two of the DP courses registered for the IBCP;

- c) The candidate has been awarded a grade of at least D for the RP;
- d) All Personal and Professional Skills (PPS), Service Learning (SL) and LD requirements have been met;
- e) The final award committee has not judged the candidate to be guilty of malpractice.

## **IBCP RECORDING AND REPORTING**

All teachers use their own records and the data management system to record and report on IBCP grades for the DP courses and give proper feedback on the core subjects. Every IBCP student receives a complete subject report at the end of each term, with their summative assessment and comments on their progress, including identification of their strengths and areas that they find challenging. Parents attend IBCP information evenings during the year, to be informed about IBCP assessment practices.

## **IBCP HOMEWORK**

Each student in the IBCP Programme is expected to complete homework of at least two hours each day, including weekends. The IBCP schedule allows students several periods of study time during the week. In order to complete the IBCP successfully it is essential that deadlines are met. Students are encouraged to use time-management skills and avoid the piling up of work as the year progresses. To help them develop these skills, students have group sessions on time management and research skills and individual sessions with teachers and the careers counsellor to help them plan their time.

## **IBCP DEADLINES**

IBCP Reflective Project important dates from Year 1 of the course:

- January – Initial meeting with IBCP students
- February – Research on Ethics
- March – Define a topic
- April – Concrete research question
- May – Plan with dates
- June – Progress check according to student's plan
- September – Research – collecting information completed
- October – Analysis completed
- December – Final draft completed
- January – Final version RP

If a student misses a deadline:

1. The DP subject teacher will contact the homeroom tutor who will then contact parents, and copy the DP coordinator, expressing his/her concern. The DP coordinator will take further action if necessary.

2. Late work for DP or Core subjects will not be assessed, and the teacher has the right to give or not give feedback.
3. Each term's summative grades will be based on work handed in on time.
4. A parental note is needed to justify absence on the deadline day, otherwise an extension will not be granted.
5. The DP coordinator will contact the parents expressing general concerns if this has happened in more than one DP subject. For the IBCP core, the IBCP Coordinator needs to be informed, at least at the weekly IBCP meeting.
6. If the deadline missed is the final deadline for a compulsory component of a DP subject, a meeting with parents, student and DP coordinator will be arranged to discuss further action, which may include failing that component.

Students have access to an online database (Managebac) where all deadlines are posted. This enables them to plan accordingly and to foresee any problems concerning dates. If exceptional circumstances apply, students should see the teacher well in advance.

## **IBCP HONOUR ROLL**

To be placed on the termly honour roll, an IBCP student needs an overall average grade in the DP courses, PPS and LD of 6 and to be fulfilling his/her Service Learning and later (Reflective Project) RP requirements. S/he should not have any NS (not submitted) grades/feedback on the report for the term under consideration.

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## **MYP ASSESSMENT**

MYP students are assessed formatively and summatively in all subjects. Formative assessment comprises teacher feedback on drafts of work, on tests and (in Years 10 and 11) on examinations and orals and on classroom participation and understanding of subject material. Summative assessment uses the published MYP criteria for the assessment of student work, and at the end of each year the grade boundaries are applied to arrive at a 1-7 grade. In Years 10 and 11 MYP students sit examinations and the grades from these form part of their last summative assessment grade for the year.

## **MYP RECORDING AND REPORTING**

All teachers use their own records and the data management system to record and report on MYP criterion levels and grades. Every MYP student receives a complete subject report at the end of each term, with their summative assessment criterion levels and grades, and the tutor comments on their

progress, including identification of their strengths and areas that they find challenging, and on CS-Community & Service. ATL skills are reported on at the same time, though, in line with MYP policy, they are not graded. Term 3 are considered the end of the year grades.

OIS publishes an MYP assessment booklet for each year level that details the criterion level descriptors for each subjects and explains the process by which summative assessments are carried out. Parents attend MYP information evenings during the year, to be informed about MYP assessment practices.

### **MYP HOMEWORK**

Homework can be completed during the 4-5 pm homework club on every school days, with support from older mentors and the Librarian/ATL Coordinator for the MYP and IBCP. Each student in the Middle Years Programme is expected to complete homework according to the schedule shown below:

Years 6 & 7 - at least 30 min per evening (Monday –Thursday only).

Years 8 & 9 – at least 1 hour per evening (Mon-Friday).

Years 10 & 11 – at least 1 hour 30 min per evening (Mon-Saturday).

Homework is set by teachers in their subjects and students take down the details in their homework diaries, on the day that it is set.

### **MYP DEADLINES**

In the case that an MYP student misses a deadline for a summative task, the following procedure applies:

1. As with any other absence, a parental note is needed to justify absence on the deadline day. Technological failure (loss of work from computer, etc.) does not constitute an acceptable excuse; all students are expected to back up their work. (If the student has not been absent, then proceed to number 3 below).
2. Work is expected on the first day back, otherwise under special circumstances teacher and student can agree on an extension. If the justified absence has been prolonged, or other deadlines have been missed, then the homeroom teacher should supply a student support form.
3. If a parental note of explanation is not provided and the work is not submitted, the teacher has the option to supervise the student for 45 minutes (1.15pm-2pm) during the next available lunchtime to enable the student to complete the work. This is then what is assessed. If the work is given in late with no agreement from the teacher, then an NS (not

submitted) grade is entered. The teacher has the right to give or not give feedback, and term grades will be based on work handed in on time.

4. Subsequently, the teacher contacts the Homeroom tutor who contacts parents and copy the MYP coordinator to express general concern about the situation.
5. If a deadline is missed for a second time, parents should be called in to attend a meeting with the Homeroom tutor and MYP coordinator to discuss solutions.

## MYP HONOUR ROLL

The awarding of an honour roll is in accordance with the rules of the IB MYP octagon rules<sup>1</sup>

### Term 1, Term 2 and Term 3:

To be awarded an honour roll the student needs to get an overall average grade of 6, with no individual subject grade lower than 4.

In all cases, the student should be fulfilling the school's Service and Action requirements. S/he should not have any 0/NS (not submitted) grades on the report for the term under consideration.

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*Policy reviewed as needed, then approved at ELT and Board levels.*

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## Appendix 1

### OIS Equivalence Table, for host country (Portugal):

	Portuguese system	Age at Dec 31 <sup>st</sup>	OIS
Stage 1 1º ciclo do básico	Pre-school	3-5 yrs	
	1º ano	6 yrs	
	2º ano	7 yrs	
	3º ano	8 yrs	
	4º ano	9 yrs	
Stage 2	5º ano	10 yrs	Year 6 / MYP0

<sup>1</sup> Rules of the IB MYP Octagon:

If a student is following two Language A courses and one Language B course, then the best Language A mark is taken along with the Language B mark. Similarly, if the student is following 2 Lang B courses and 1 Lang A course, then the best Lang B mark is taken along with the Lang A mark. The same applies to Sciences and Arts.

2º ciclo do básico	6º ano	11 yrs	Year 7 / MYP1
Stage 3	7º ano	12 yrs	Year 8 / MYP2
	8º ano	13 yrs	Year 9 / MYP3
3º ciclo do básico	9º ano	14 yrs	Year 10 / MYP4
Secondary	10º ano	15 yrs	Year 11 / MYP5
	11º ano	16 yrs	Year 12 / DP1/IBCP1
Secundário	12º ano	17 yrs	Year 13 / DP2/IBCP2

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Assessment Policy Whole School