



مدارس المملكة  
KINGDOM SCHOOLS

KS 2021-22

Assessment Policy

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## Assessment Policy

### Rationale

Assessment takes on many forms such as diagnostic, formative, summative, and benchmark. Kingdom School expects teachers to utilize all forms of assessment, but ongoing, formative assessment is one of the best tools to use in the classroom. This allows teachers to assess student mastery of standards and the effectiveness of instruction. Ongoing, formative assessment provides teachers with information about student progress and allows them to adjust instruction and student grouping.

Kingdom School teachers are expected to:

- Assess students using diagnostic, formative, and summative assessment.
- Communicate learning expectations to students in advance.
- Model and teach students how to assess their own work and to set improvement goals.
- Provide student examples and models on how to achieve excellence.
- Provide ongoing and descriptive student feedback to assist them with establishing improvement goals.

### Definitions

**Diagnostic Assessment:** The goal of a diagnostic assessment or pre-assessment, is to gather information prior to beginning instruction. It is a way to determine what students know or do not know, and how to plan to meet individual needs. Diagnostic assessments provide teachers with information about a student's prior knowledge before beginning a lesson or unit of study. They are not used as part of a grade.

**Formative Assessment:** The goal of formative assessment or ongoing assessment, is to gather information and to generate feedback that is used by the instructor and the students to guide improvement in teaching and learning. For guiding instruction, formative assessment include clear grading criteria (rubrics, checklists, etc.) and may take the form of:

- Teacher Observation
- Work or Portfolio Samples
- Oral and Written Quizzes
- Class Discussions
- Individual Assignments
- Individual Projects
- Research Tasks
- Team Projects

As part of the formative assessment process, a student receives immediate and corrective feedback on his/her progress.

**Summative Assessment:** The goal of summative assessment is to measure the level of success or proficiency obtained at the end of an instructional unit by comparing it against a standard or benchmark.

**Benchmark Assessment:** The goal of a benchmark assessment is to determine each student's instructional level and to measure academic growth at the beginning, middle, and end of year. Kingdom School uses Measures of Academic Progress® (MAP®) as a benchmark assessment. A MAP assessment generates an immediate score, which in turn creates a target score for the next 'benchmark'. The Measures of Academic Progress® (MAP®) tests are given in the areas of reading, mathematics, and science.

Grade	Subject								
	MAP Fluency *, MAP Growth ✓								
	Reading			Mathematics			Science		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
KG3*	*	*	*						
1	*✓	*✓	*✓	✓	✓	✓			
2	*✓	*✓	*✓	✓	✓	✓			
3	*✓	*✓	*✓	✓	✓	✓			
4	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Grading & Gradebook

The purpose of grading is to show student progress towards the mastery of standards. Based on the unit plan and daily lesson plans, the gradebook should identify the standards mastered. All teachers use Rediker to create a gradebook and to keep an accurate record of grades. Gradebooks are checked weekly to ensure that teachers are assessing frequently.

The expectations for the gradebook include:

<b>Kindergarten &amp; Elementary School Grading Guidelines</b>				
	<b>Classwork</b>	<b>Assessment</b>	<b>Group/Cooperative Work</b>	<b>Homework</b>
Kindergarten KG1-KG3, Grades 1 – 3 Homeroom Teachers	2-3 grades per week Each subject (A, I, E, M, S)	All Assessments Each subject (A, I, E, M, S)	1 grade per semester Each subject (A, I, E, M, S)	1 grade per week Each subject (A, I, E, M)
Grades 4 – 6 Arabic, Islamic, English, Math, Science	1 - 2 grades per week Each subject (A, I, E, M, S)	All Assessments Each subject (A, I, E, M, S)	1 grade per semester Each subject (A, I, E, M, S)	1 grade per week Each subject (A, I, E, M, S)
Special Area Teachers KSA History, Art, ICT, P.E., Music	5 grades per semester Each subject (SSA, Art, ICT, P.E., Music)	All Assessments Each subject (SSA, Art, ICT, P.E., Music)		
Grade 4-6 Final Exams (10 percent each)		Final Exam Each subject (A, I, E, M, S)		

<b>Middle &amp; High School Grading Guidelines</b>			
	<b>Classwork</b>	<b>Assessment</b>	<b>Group/Cooperative Work</b>
Grade 7 - 12 Subject Area Teachers: 4-5 classes per week	1 - 2 grades per week Each subject	All Assessments Each subject	1 grade per Semester Each subject
Grade 7 - 12 Subject Area Teachers: 2-3 classes per week	1-2 grades per 2 weeks Each subject	All Assessments Each subject	1 grade per Semester Each subject
Special Area Teachers Art, ICT, Physical Education, SSE	5 grades per Semester Each subject	All Assessments Each subject	
Grade 7-12 Final Exams (20 Percent each)		Final Exam Each subject	

## Parent Communication

As part of ongoing parent communication, it is expected that the teacher and social worker contact parents when:

- A student in danger of failing any course.
- Receives two (2) 'F's on any classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment
- Receives two (2) zeros on any classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment due to unexcused absences or skipping.

## Report Cards

Report Cards are a summary of all data entered in the Rediker gradebook. Kindergarten through Grade 12 report cards are prepared and generated through Rediker and then distributed each semester on specific days. If a child fails any subject area, parents should be notified **prior** to receiving a report card.

Grading Scale					
Grade	Numerical Equivalent	Grade Point	Grade	Numerical Equivalent	Grade Point
A+	95.50 - 100	4	D+	65.50 - 69.49	1.3
A	92.50 - 95.49	4	D	62.50 - 65.49	1
A-	89.50 - 92.49	3.7	D-	59.50 - 62.49	0
B+	85.50 - 89.49	3.3	F***	59.49 – Below	0
B	82.50 - 85.49	3	F*	Exceeding 25% or more absences in a subject per semester	
B-	79.50 - 82.49	2.7	F**	Missing end-of-semester	
C+	75.50 - 79.49	2.3			
C	72.50 - 75.49	2			
C-	69.50 - 72.49	1.7			

## Final Exam Grading (Grades 4 - 12)

If a student has an **unexcused absence** and does not complete final examinations within the given timeframe, the score is recorded as a 0% (zero).

## Weighting (Grades 4 -6)

The final grade for each subject is calculated as a percentage. For example, each semester student work is graded and entered in Rediker and it equates to a semester grade.

The table below illustrates the contribution of classwork, formative and summative assessments, final exams towards the final grade.

Semester	Assessment	Weight %	Weight in Total %
Semester One	Classwork, formative and summative assessments.	90	
	S1 Final Exam	10	
	<b>Subtotal</b>	<b>100</b>	<b>33</b>
Semester Two	Classwork, formative and summative assessments.	90	
	S2 Final Exam	10	
	<b>Subtotal</b>	<b>100</b>	<b>33</b>
Semester Three	Classwork, formative and summative assessments.	90	
	S3 Final Exam	10	
	<b>Total</b>	<b>100</b>	<b>34</b>

### Weighting (Grades 7 – 12)

The final grade for each subject is calculated as a percentage. For example, each semester student work is graded and entered in Rediker and it equates to a semester grade.

The table below illustrates the contribution of classwork, formative and summative assessments, final exams towards the final grade.

Semester	Assessment	Weight %	Weight in Total %
Semester One	Classwork, formative and summative assessments.	80	
	S1 Final Exam	20	
	<b>Subtotal</b>	<b>100</b>	<b>33</b>
Semester Two	Classwork, formative and summative assessments.	80	
	S2 Final Exam	20	
	<b>Subtotal</b>	<b>100</b>	<b>33</b>
Semester Three	Classwork, formative and summative assessments.	80	
	S3 Final Exam	20	
	<b>Total</b>	<b>100</b>	<b>34</b>

### Grade Point Average (Grades 9-12)

The Grade Point Average (GPA) is calculated and accumulated over 4 years of education (9 – 12) inclusive and is reported as a weighted GPA. Each course is weighted equal to its credit value. For example, if an English class is worth one credit, then the course is weighted as one; if an elective is worth a .5 credit, then the course is weighted as .5.

## Homework

Homework is an integral part of the planning process; it is another opportunity for students to practice what they have learned in class. Homework provides an opportunity to reinforce, practice, apply content and skills, and extend learning.

Homework assignments should be well-developed by the grade level teams or departments, and clearly aligned to learning goals and objectives. Homework planning takes place during grade/subject level planning time when teams agree upon which assignments are graded and recorded. Homework is:

- Differentiated and independently completed by the student.
- Assigned for each day of the week - Sunday through Thursday.
- Inclusive of daily reading and sight word / vocabulary practice.
- Meaningful. Some examples of meaningful homework tasks are:
  - ✓ Compare yourself to the main character in the story. Make sure you explicitly refer to the text.
  - ✓ Create a word problem and write an explanation about how you solved it.
  - ✓ Go shopping! Join your mother at the store and try to mentally add the cost of 5 items she is buying.
  - ✓ Pretend a friend from your school was absent today. Write a narrative describing what he/she missed during the day.
  - ✓ A reasonable number of fluency math problems.

All homework assignments are communicated to parents in advance through a weekly parent communication newsletter. The parent newsletter and any accompanying homework support materials are uploaded in the Rediker Parent Portal each Thursday for the following week.

## Homework Guidelines

Kindergarten & Elementary School Daily Homework Guidelines						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
10 Minutes	10-20 Minutes	20-30 Minutes	30-40 Minutes	40-50 Minutes	50-60 Minutes	60-70 Minutes
Middle & High School Daily Homework Guidelines						
Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	
70-80 Minutes	80-90 Minutes	90-100 Minutes	100-110 Minutes	110-120 Minutes	120 Minutes	

## Student Absence - Missed or Late Work, Missed In-Class Assessments

### Excused Absence - Medical Illness or Emergency

Due to a medical illness or emergency, if a student does not submit classwork (quiz, written assignment, lab report, etc. – written task) on time or misses an in-class assessment, a medical report (or similar) explaining the nature of the illness must be submitted to the Administrative Vice Principal within three (3) days of the student’s return.

Upon submission of an acceptable medical report to the Administrative Vice Principal, the student must complete the missed classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment within 72 hours. It is the classroom teacher’s responsibility to arrange for the completion of the classwork or assessment.

All medical reports must be stamped by the provider and clearly indicate why the student was physically or emotionally unable to attend school at the time of the scheduled due date.

### Unexcused Absence or Truancy (Late Work)

There is a resubmission opportunity for classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessments if the initial opportunity was missed due to an unexcused absence or truancy (submitting work late).



- It is the **student’s responsibility** to obtain any missed classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment from the teacher. This includes missing classroom due to ‘skipping’ class.
- **Ten (10) percent deduction** of missed classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment, which is submitted **up to 72 hours late (3 days) after the teacher due date**.
- **Grade of ‘F’ (recorded as 0% - ZERO)** for missed classwork (quiz, written assignment, lab report, etc. – written task) or in-class assessment, which is submitted **more than 72 hours (more than 3 days) after the teacher due date**.
- **Grade of ‘F’ (recorded as 0% - ZERO)** for missed final examinations, which are not completed within the given timeframe.
- **Teacher contact parents** through email (documentation) and phone (if needed) after a student receives two (2) zeros in a course.
- International or domestic travel during the official school calendar, including weeks preceding and following vacation periods, is not accepted as a reason to miss classwork or in-class assessments.
- If, due to exceptional circumstances beyond student or parent control, a student is unable to complete the required work, the teacher will refer the case to the Assessment Committee.

In any dispute, the Assessment Committee oversees the case. The Assessment Committee decision is final and binding.

### Common Exam Writing Process

#### Grade 4 – 12 Common Exams

As part of the Grade 4 – 12 common exam writing process, a teacher may not provide students with:

- Any exam questions given to the Department Coordinator or Vice Principal
- Any exam questions in the exam test bank (either provided by a teacher or a colleague)
- Any exam questions during in-class instruction, out-of-class assignments, or on Rediker. A teacher may not share any exam questions with students in any capacity.
- Any revision work, except the approved exam study guides, which are developed before exams are finalized.
- ABSOLUTELY no ‘revision work’ is to be sent home with students – no worksheets, no practice exams, no packets, etc. Carefully list all required resources and page numbers on the study guide.

#### Grade 4-6 Final Exam Writing Process

- Grade level teachers meet to review, modify, and update S1/S2 Scope & Sequence. This process happens three times a year.
- Once the S&S is agreed upon, the purpose of the next meeting is to create student study guides for each semester.
- After the study guides are created, grade level teachers determine test questions. It is required that the teachers provide more questions than necessary for the exam.
- The draft exam is provided to the Academic Consultant who oversees the exam process to create a final exam.
- No one has access to the final exams except the Academic Consultants overseeing the exam.

GRADES 4 & 5	
Content Area	Final Exam Topics/Headings
<b>Islamic</b>	30 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (5)</li> <li>• Response to Text (10)</li> <li>• Vocabulary (5)</li> <li>• Free Response (10)</li> </ul>
<b>Arabic</b>	40 Points <ul style="list-style-type: none"> <li>• Reading Comprehension / Unseen Text (14)               <ul style="list-style-type: none"> <li>• Literary Elements &amp; Vocabulary</li> </ul> </li> <li>• Grammar (10)</li> <li>• Writing (Persuasive) (16)</li> </ul>
<b>English</b>	40 Points <ul style="list-style-type: none"> <li>• Reading Comprehension / Unseen Text (14)               <ul style="list-style-type: none"> <li>• Literary Elements &amp; Vocabulary</li> </ul> </li> <li>• Grammar (10)</li> <li>• Writing (Persuasive) (16)</li> </ul>

<b>Science</b>	30 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10)</li> <li>• Free Response (15)</li> <li>• Critical Thinking (5)</li> </ul>
<b>Mathematics</b>	30 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10)</li> <li>• Free Response (10)</li> <li>• Problem Solving (10)</li> </ul>

<b>GRADE 6</b>	
<b>Content Area</b>	<b>Final Exam Topics/Headings</b>
<b>Islamic</b>	40 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10)</li> <li>• Response to Text (10)</li> <li>• Vocabulary (5)</li> <li>• Free Response (15)</li> </ul>
<b>Arabic</b>	60 Points <ul style="list-style-type: none"> <li>• Reading Comprehension / Unseen Text (20) <ul style="list-style-type: none"> <li>• Literary Elements &amp; Vocabulary</li> </ul> </li> <li>• Grammar (20)</li> <li>• Writing (Persuasive) (20)</li> </ul>
<b>English</b>	60 Points <ul style="list-style-type: none"> <li>• Reading Comprehension / Unseen Text (20) <ul style="list-style-type: none"> <li>• Literary Elements &amp; Vocabulary</li> </ul> </li> <li>• Grammar (20)</li> <li>• Writing (Persuasive) (20)</li> </ul>
<b>Science</b>	40 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10)</li> <li>• Free Response (15)</li> <li>• Analysis (Graph, Figure, etc.) (10)</li> <li>• Critical Thinking (5)</li> </ul>
<b>Mathematics</b>	40 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10)</li> <li>• Free Response (15)</li> <li>• Error Analysis (5)</li> <li>• Problem Solving (10)</li> </ul>

### Grades 7 – 12 Final Exam Writing Process

- Grade level teachers and coordinators meet to review, modify, and update the semester Scope & Sequence. This process happens twice a year.
- Once the S&S is agreed upon, the purpose of the next meeting is to create student study guides for each semester.
- After the study guides are created, grade level teachers and coordinators determine test questions. During a scheduled meeting, the grade level teachers discuss w/the coordinators appropriate questions for the exam.
- Then the teachers and coordinators work together to develop test questions and to create **two** draft exams.
- The draft exams are provided to the Academic Consultant who oversees the exam process; he/she then works to create a final exam.
- If questions arise during the final draft process, the Academic Consultant contacts the coordinator for clarification.
- No one has access to the final exams except the Academic Consultant overseeing the exam process.

GRADES 7 - 12	
Content Area	Final Exam Topics/Headings (Assessing Q3 & Q4)
<b>Islamic</b>	60 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10) 10Q</li> <li>• Vocabulary (5) 5Q</li> <li>• Open-ended Questions (10) 5Q, 2 Marks</li> <li>• Explanation of Text (20) 2 Texts, 5Q each, 2 Marks</li> <li>• Writing (15) 4 Prompts, Choose 3, 5 Marks each</li> </ul>
الدراسات الإسلامية	60 نقطة <ul style="list-style-type: none"> <li>• أسئلة اختيار من متعدد (25% او اقل) (10)، 10 أسئلة</li> <li>• المصطلحات والمفاهيم (5)، 5 أسئلة</li> <li>• أسئلة مفتوحة (10)، 5 أسئلة، 2 علامتان لكل سؤال</li> <li>• تحليل نص (20)، عدد النصوص 2، 5 أسئلة لكل نص، 2 علامتان لكل سؤال</li> <li>• الكتابة (15)، 4 مواضيع، اختيار 3، 5 علامات لكل موضوع</li> </ul>
<b>KSA History / Social Studies</b>	60 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (10), 10Q</li> <li>• Vocabulary (5), 5Q</li> <li>• Open-ended Questions (20), 10Q, 2 Marks</li> <li>• Use of Geographical Information (10), 5Q, 2 Marks</li> <li>• Writing (15), 4 Prompts, Choose 3, 5 Marks each</li> </ul>
تاريخ المملكة العربية السعودية	60 نقطة <ul style="list-style-type: none"> <li>• أسئلة اختيار من متعدد (25% او اقل) (10)، 10 أسئلة</li> <li>• المصطلحات والمفاهيم (5)، 5 أسئلة</li> <li>• أسئلة مفتوحة (20)، 10 أسئلة، 2 علامتان لكل سؤال</li> <li>• استخدام المعلومات الجغرافية (10)، 5 أسئلة، علامتان (2) لكل سؤال.</li> <li>• الكتابة (15)، 4 مواضيع، اختيار 3، 5 علامات لكل موضوع.</li> </ul>
<b>Arabic 7-10</b>	60 Points <ul style="list-style-type: none"> <li>• Reading Comprehension (20) <ul style="list-style-type: none"> <li>• Lit. Elements &amp; Vocabulary</li> </ul> </li> <li>• Grammar (20)</li> <li>• Writing (Persuasive) (20)</li> </ul>
<b>Arabic 11-12</b>	60 Points <ul style="list-style-type: none"> <li>• Reading Comprehension (20) <ul style="list-style-type: none"> <li>• Lit. Elements &amp; Vocabulary</li> </ul> </li> <li>• Communication (20)</li> <li>• Writing (Persuasive) (20)</li> </ul>
<b>English</b>	60 Points <ul style="list-style-type: none"> <li>• Reading Comprehension (15) <ul style="list-style-type: none"> <li>• Lit. Elements &amp; Vocabulary</li> </ul> </li> <li>• Response to Text (15)</li> <li>• Grammar (10)</li> <li>• Writing (Persuasive) (20)</li> </ul>
<b>Science</b>	60 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (12)</li> <li>• Free Response (20)</li> <li>• Analysis &amp; P.S. (Graph, Figure, etc.) (24)</li> <li>• Critical Thinking (4)</li> </ul>
<b>Mathematics</b>	60 Points <ul style="list-style-type: none"> <li>• Multiple Choice (25% or less) (15)</li> <li>• Free Response (25)</li> <li>• Error Analysis (10)</li> <li>• Problem Solving (10)</li> </ul>

### High School Exam Process (Grades 7 – 12)

Formative and summative assessments are carried out under normal classroom conditions, supervised by the classroom teacher. Students are expected to follow their normal school timetable other than during the formal examination week for final examinations.

### **Minimum Attendance Requirements / 25 Percent Rule**

Regardless of the reason for absence, a minimum of 75% attendance is an essential requirement in line with the Ministry of Education (MoE) regulations. If a student is absent 25% or more of his/her enrollment in a specific course per semester, he/she may be withdrawn.

The school communicates with parents once a student's absence reaches 5% and 10% for each course. Parents or a responsible adult are notified and required to attend a meeting when a student's absence reaches 15%, and again once the absence reaches 20%. When a student reaches 20% absence, an individual plan is developed to support improved student attendance in the relevant courses.

Once a student's absence reaches 25% in any course per semester, notification will be sent to the Ministry of Education informing them of the school's intention to prevent the student from completing exam(s). If a student requests an exception to this policy, he/she must obtain written permission from the Ministry of Education and then inform the school.

A student who is absent 25% or more from a course prior to the end of the semester meets with the Behavior Committee to decide the best course of action. This meeting also includes the parent. Disciplinary actions may include suspension from school or exclusion from attending class.

A student who is required to repeat a course due excessive absence is expected to complete all assessments and classwork provided by the teacher. Courses which were passed do not need to be repeated. Repeating a course may prevent graduation at the same time as the rest of the cohort.

### **Final Exams**

Final examinations are compulsory for Grades 7 through 12. Examination schedules are published well in advance for each semester. On occasion, a course may be examined prior to the regular exam period. Additionally, some courses may not require a final examination. For example, an art course may require a project in lieu of an exam.

The KS High School Administrators ensure:

- One formal exam periods per semester take place.
- Under the guidance of the department coordinator for each course, common final exams (BIM,BIH/GIM,GIH) are prepared and reviewed prior to implementation.
- Final exams include topics from the entire semester.
- Teachers are informed of exam schedules in a timely manner.
- Teachers inform students of exam procedures and schedules in a timely manner.
- Exams are taken when scheduled and follow the Ministry of Education guidelines.
- Absences are addressed in accordance with the student absence sections of the KS Attendance and Assessment Policies.

### **Student Absence - Final Exams**

- If a student is unable to complete a scheduled formal exam due to medical illness or emergency, a medical report (or similar) explaining the nature of the illness must be submitted to the Administrative Vice Principal immediately upon the student's return.
- All medical reports must be stamped by the provider and clearly indicate why the student was physically or emotionally unable to attend school at the time of the scheduled exam.
- There are no retake opportunities for exams if the initial opportunity is missed due to unexcused absences.
- International or domestic travel during the official school calendar, including weeks preceding and following vacation periods, is not accepted as a reason to miss any formal examination.
- Where no report is provided to the Administrative Vice Principal explaining the student's absence, the student is awarded a grade of 'F' (50%) for the examination.
- To maintain academic integrity, exams may not be completed outside of the examination period as published in the stage calendar, unless a medical report is provided, or Ministry of Education approval is received and forwarded to the school. This includes 'early' exams or retake exams in the case of absence.
- In dispute cases, the Assessment Committee makes a ruling and the decision is final and binding.

- If, due to exceptional circumstances beyond student and parent control, a student is unable to complete the exam, the coordinator will refer the case to the Assessment Committee.
- In exceptional circumstances, such as an ongoing serious illness where the student is too ill to sit an examination, the Assessment Committee may require teachers to provide an assessed grade based on a student's prior work, providing there is enough work to show evidence of achievement and minimum attendance requirements are met.

## **Assessment Committee**

The Assessment Committee is the decision-making body within each school that addresses at-risk student concerns, formative and summative assessment inquiries, and examination issues. As required, the Assessment Committee is convened to arbitrate assessment disputes. This may include:

- Missed in-class assessments, final examinations without provision of medical report
- Late or non-submission of classwork
- Grading disputes – classwork, in-class assessments, or final examinations
- Grade concerns – failing grades
- Instances of academic dishonesty

In such cases, teachers are required to complete the Assessment Committee Referral Form (Appendix A). The committee listens to submissions, review cases and forms, and after due process is completed, has the final decision. Avoidable absences such as recreational travel is not accepted as an exceptional reason for missing a published and scheduled assessment and is not presented for consideration to the Assessment Committee.

Parents are advised to consult the school calendar and the published testing schedules before making travel plans. Students who do not attend scheduled exams and cannot justify extreme and exceptional circumstances beyond student or parent control, will be given a grade of 'F' for the missed final examinations and will not be granted a retake examination opportunity.

## **Assessment Committee Members**

The Assessment Committee consists of the following individuals:

- |  |                          |
|--|--------------------------|
| • Stage MoE-Assigned Principal         | • Department Coordinator |
| • Administrative Vice Principal        | • Social Worker          |
| • Academic Consultant or Academic Lead | • Teacher(s)             |

Further staff members may be invited to participate if the situation requires or to avoid conflicts of interest. Rulings made by the Assessment Committee are final and binding.

## **Accountability and Records**

Staff involved in assessment disputes (teachers, department coordinators, etc.) must keep accurate records. This includes student attendance records, assessment calendars, medical reports provided by students, and Assessment Committee findings. This data may be called for and reviewed annually by school administration.

When a referral to the Assessment Committee is successful the student is granted the right to take a replacement assessment of equal length and difficulty. Any new learning undertaken since the original test may also be included in the replacement assessment.

## Promotion

### Grade 1 – 6 Criteria for Passing and Promotion

Assessment Committee / Student Support Team (SST) is convened to:

- Review the grades of low-performing students each semester after report cards are distributed
- Meet with parents of students-at-risk
- Begin SST process, which includes informing parents
- Provide intervention and progress monitoring
- Review intervention results
- Make a final determination at the end of semester 3:
  - Promotion, no additional support needed
  - Promotion, support needed, such as English Language or Arabic
  - Retention for severe cases only. Academic retention in G1-G6 is not generally supported at KS.
  - Referral to special programs

### Grades 7 – 8 Criteria for Passing and Promotion

- The passing grade for each course is 60%.
- Retake opportunities may be provided for final exams (students who were in attendance during exams or have a valid excused absence), where the student failed to achieve a passing grade in a course. The passing grade remains at 60%. The retake examination is the same level of difficulty and addresses the same objectives as the initial exam. Grade 7-8 retake examinations are arranged by following the MoE Grade 7 -8 retake calendar.
- If following the retake examination, the student still maintains a failing grade of 'F' in one or more courses, he/she is not promoted to the next grade level. The student is retained and repeats the entire grade level.
- A grade of 'F' for failing any course is reflected on the student final report card. The report card is updated once the student has completed the repeated year.
- Grade 9 admission into the American Diploma Program (ADP) is based on the MAP test results as described in the KS Admission Policy. School examination results are also used to support this process. If a student does not meet the admission requirements, parents may be advised to find an alternative school.
- Parents are consulted, and decisions are made in the best academic, social, and emotional interest of the student. The final decision is at the discretion of the Administrative Vice Principal.

### Grades 9 – 12 Criteria for Passing and Promotion

- A student earns credit upon successful completion of a course. See 'Graduation Requirements' section of this policy.
- Students enrolled in a year-long course are required to complete both semesters of the course.
- The passing grade for each course is 60%.
- Students who missed the final exam for a valid excused absence may take a make-up final examination. The passing grade remains at 60%. The make-up examination is the same level of difficulty and addresses the same objectives as the initial exam.
- A grade of 'F' for failing any course is reflected on the student final report card. The report card is updated once the student has completed the repeated course(s).
- Grade 9 - 11 students who fail one (1) or two (2) courses are promoted to the next grade level and are required to repeat all failed courses. See 'Failing Courses' section of this policy.
- Grade 9 - 11 students who fail three (3) or more courses in a school-year are retained and repeat all failed courses for that grade level the following year. This automatically excludes them from graduating with cohort.

### Grade 12 Additional Information

In addition to the above criteria for grades 9-12, a grade 12 student:

- Failing one (1) or more courses is considered a special case for graduation purposes. The Assessment Committee convenes to discuss the individual case and to determine the course of action.
- Must retake the examination and pass the failed course(s) to graduate. This process is carried out prior to the end of the current academic year. The passing grade remains at 60%. The retake examination is the same academic difficulty and addresses the same objectives as the initial exam.
  - Semester One Course: Student retakes the final exam.
  - Semester Two Course: Student retakes the final exam.
  - Full-Year Course: Student retakes the final exam.

- Must achieve enough credits to meet the graduation requirements and to graduate with his/her cohort. See 'Graduation Requirements' section of this policy.

### **Grades 9 – 12 Failing One or Two Courses**

Students are required to retake any failed course. The procedures are as follows:

#### **Semester One Course** (.5 credit course taken during first semester, i.e. Grade 9 Algebra I)

1. Carry the failed .5 credit course to second semester.
2. Retake the course during semester two on S, M, T from 2:00 – 3:00 p.m. in an independent study setting overseen by the teacher.
3. Complete all new classwork, in-class assessments, and final exams as assigned by the teacher.
4. The passing grade for the course remains at 60%. and the final examinations are the same level of difficulty and addresses the same objectives as first semester.
5. If a student passes the course, it will be identified on the report card as 'passed /second attempt'.
6. If the student fails the course again, the Assessment Committee meets to decide the best course of action for the student.

#### **Semester Two Course** (.5 credit course taken during second semester, i.e. Grade 9 Geometry)

1. Carry the failed .5 credit course to the next year.
2. Retake the course during following year, semester one on S, M, T from 2:00 – 3:00 p.m. in an independent study setting overseen by the teacher.
3. Complete all new classwork, in-class assessments, final exams as assigned by the teacher.
4. The passing grade for the course remains at 60%. and the final examinations are the same level of difficulty and addresses the same objectives as first semester.
5. If a student passes the course, it will be identified on the report card as 'passed /second attempt'.
6. If the student fails the course again, the Assessment Committee meets to decide the best course of action for the student.

#### **Full-Year Course** (1 credit course taken over the school-year, i.e. Grade 10 English)

1. Carry the failed one (1) credit course to the next year.
2. Retake the course during following year on S, M, T from 2:00 – 3:00 p.m. in an independent study setting overseen by the teacher.
3. Complete all new classwork, in-class assessments, and final exams as assigned by the teacher.
4. The passing grade for the course remains at 60%. and the final examinations are the same level of difficulty and addresses the same objectives as last year.
5. If a student passes the course, it will be identified on the report card as 'passed /second attempt'.
6. If the student fails the course again, the Assessment Committee meets to decide the best course of action for the student.

### **Failed Course(s) Format**

1. Each course is held during Period 7 on S, M, T from 2:00 – 3:00 p.m. in a designated KS classroom.
2. The course is an independent study format where students are responsible for completing classwork, in-class assessments, and final exams as assigned by the teacher.
3. The course is supervised by a classroom teacher who:
  - a. Takes daily attendance
  - b. Provides technical assistance with PPP or other necessary technology
  - c. Monitors student participation
  - d. Provides feedback the department coordinator on student issues
4. The classroom teacher does not provide direct instruction on any course materials.
5. The department coordinator:
  - a. Works directly with the subject area teacher to develop weekly lessons
  - b. Provides students with classwork, in-class assessments, and final exams
  - c. Monitors student attendance
  - d. Creates a Period 7 gradebook to 1) monitor student attendance and 2) monitor student performance
  - e. Communicates with parents, as per the KS Assessment Policy

## Graduation

### Grades 9 – 12 Graduation Requirements

For graduation purposes, students must meet the minimum credit requirements outlined below in Table 1.

<b>Table 1 - KS American Diploma Credit Requirements Grades 9 – 12</b>	
<b>Content Area</b>	<b>Required Credit Hours</b>
Islamic	1.75 Credit Hours
Arabic	1.5 Credit Hours
English	4 Credit Hours
Mathematics	4 Credit Hours
Science	4 Credit Hours
Social Studies - English	1 Credit Hour
KSA History & Geography	2 Credit Hours
Physical Education	2 Credit Hours
Fine Arts	1.5 Credit Hours
ICT	1 Credit Hour
Electives	2.25 Credit Hours
Community Service	40 hours community service over 4 years
<b>Total</b>	<b>25</b>



Table 2 - BIH & GIH Current Grade 9 Requirements									
Content Area	Required Credit Hours								
	9 2021-22		10 2022-23		11 2023-24		12 2024-25		Total Credit
	Credit	Weight	Credit	Weight	Credit	Weight	Credit	Weight	
Islamic	0.5	0.5	0.5	0.5	0.5	0.5	0.25	0.25	1.75
Arabic	0.5	0.5	0.5	0.5	0.5	0.5			1.5
English	1	1	1	1	1	1	1	1	4
Mathematics	Algebra I		Geometry		Algebra II		PreCalc or Calculus		4
	1	1	1	1	1	1	1	1	
Science	Integrated Science		Biology		Chemistry		Physics		4
	1	1	1	1	1	1	1	1	
Social Studies English			0.5	0.5	0.5	0.5			1
KSA History & Geo.	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Physical Education	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Fine Arts	0.5	0.5			0.5	0.5	0.5	0.5	1.5
ICT	0.5	0.5	0.5	0.5					1
Electives			0.5	0.5	0.5	0.5	.5, .5, .25	.5, .5, .25.	2.25
<b>Total</b>									<b>25</b>

Table 2 - BIH & GIH Current Grade 10 Requirements									
Content Area	Required Credit Hours								
	9 2020-21		10 2021-22		11 2022-23		12 2023-24		Total Credit
	Credit	Weight	Credit	Weight	Credit	Weight	Credit	Weight	
Islamic	0.5	0.5	0.5	0.5	0.5	0.5	0.25	0.25	1.75
Arabic	0.5	0.5	0.5	0.5	0.5	0.5			1.5
English	1	1	1	1	1	1	1	1	4
Mathematics	Algebra I		Geometry		Algebra II		PreCalc or Calculus		4
	1	1	1	1	1	1	1	1	
Science	Integrated Science		Biology		Chemistry		Physics		4
	1	1	1	1	1	1	1	1	
Social Studies English			0.5	0.5	0.5	0.5			1
KSA History & Geo.	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Physical Education	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Fine Arts	0.5	0.5			0.5	0.5	0.5	0.5	1.5
ICT	0.5	0.5	0.5	0.5					1
Electives			0.5	0.5	0.5	0.5	.5, .5, .5	.5, 5., .5	2.25
<b>Total</b>									<b>25</b>

Table 2 - BIH & GIH Current Grade 11 Requirements									
Content Area	Required Credit Hours								
	9 2019-20		10 2020-21		11 2021-22		12 2022-23		Total Credit
	Credit	Weight	Credit	Weight	Credit	Weight	Credit	Weight	
Islamic	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Arabic	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
English	1	1	1	1	1	1	1	1	4
Mathematics	Algebra I/Geometry		Geometry/Algebra I		Algebra II		PreCalc or Calculus		4
	0.5	0.5	0.5	0.5	1	1	1	1	
Science	Integrated Science		Biology		Chemistry		Physics		4
	1	1	1	1	1	1	1	1	
Social Studies - English			0.5	0.5	0.5	0.5			1
KSA History & Geo.	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Physical Education	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Fine Arts	0.5	0.5			0.5	0.5	0.5	0.5	1.5
ICT	0.5	0.5	0.5	0.5					1
Electives			0.5	0.5	0.5	0.5	0.5	0.5	1.5
<b>Total</b>									<b>25</b>

Table 3 - BIH & GIH Current Grade 12 Requirements									
Content Area	Required Credit Hours								
	9 2018-19		10 2019-20		11 2020-21		12 2021-22		Total Credit
	Credit	Weight	Credit	Weight	Credit	Weight	Credit	Weight	
Islamic	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Arabic	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
English	1	1	1	1	1	1	1	1	4
Mathematics	Algebra I/Geometry		Geometry/Algebra I		Algebra II		Pre-Calc. or Calculus		4
	0.5	0.5	0.5	0.5	1	1	1	1	
Science	Integrated Science		Biology		Chemistry		Physics		4
	1	1	1	1	1	1	1	1	
Social Studies - English			0.5	0.5	0.5	0.5			1
KSA History & Geo.	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Physical Education	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	2
Fine Arts	0.5	0.5			0.5	0.5	0.5	0.5	1.5
ICT	0.5	0.5	0.5	0.5					1
Electives			0.5	0.5	0.5	0.5	0.5	0.5	1.5
<b>Total</b>									<b>25</b>

**Grade 12 Electives for 2021-22 graduates and beyond:**

1<sup>st</sup> Semester:

- One (1) Elective @ 5 times per week for 1<sup>st</sup> semester (.5 credits)

2<sup>nd</sup> Semester:

- One (1) Elective @ 5 times per week for 2<sup>nd</sup> semester (.5 credits)
- One (1) Elective at 3 times per week for 2<sup>nd</sup> semester (.25 credits). This elective replaces Islamic Studies, which was taught in 1<sup>st</sup> semester only.

# Appendix

**Assessment Committee Referral Form**

As required, the Assessment Committee is convened to arbitrate assessment disputes. This may include:

- Missed in-class assessments or final examinations without provision of a medical report
- Late or non-submission of classwork
- Grading disputes – classwork, in-class assessments, or final examinations
- Instances of academic dishonesty

In such cases, teachers are required to complete this form.

<b>Date:</b>	
<b>Student Name:</b>	
<b>Grade Level:</b>	
<b>Subject:</b>	
<b>Teacher Name:</b>	
<b>Reason for Referral</b>	
What is the issue?	
<b>Expected Outcome</b>	
What does the student expect to happen?	
OR	
What does the teacher expect to happen?	
<b>Supporting Evidence</b>	
What evidence has the student provided?	
OR	
What evidence has the teacher provided?	
<b>Assessment Committee Comments</b>	
<b>Assessment Committee Final Decision</b>	