

## ASSESSMENT POLICY – AY 23-24

### EXAMINATION TOPICS

(THREE EXAMINATIONS: TERM 1, TERM 2, TERM 3)

YEAR GROUP	EXAMINATION TOPICS
Year 1 & 2	No written examinations. Grades will be based on Continuous Assessment process/program
Year 3 to 9	Each Term Examination will be based on the prescribed topics covered during the Term.
Year 10	In Term1,2 & 3- All topics covered during the Year up until and the date of the examination.
Year 11	In Term 1 -Full topics of Year 10 and topics covered in Term 1 in Year 11. Mock exam – Full topics of Year 10 and 11 will be included. These examinations are only internal assessments and end of year results will be based on the results published by CAIE.
Year 12 & 13	In Term 1 – Topics covered during the Term until the date of Examination Mock Exam - Full Year Topics. These examinations are only internal assessments and end of year result will be based on the Results published by CAIE.

## PROMOTION POLICY KG to YEAR 2

KG to Year 2: all students will be promoted automatically unless there are any major learning difficulties or attendance deficiencies,

## YEAR 3 TO YEAR 9

### 1: - ATTENDANCE REQUIREMENT:

- Students must have at least 80% attendance to be eligible to appear in the final examination. Attendance will be calculated from the first day of the academic year or from the date of joining in case the joining date is after the first day of the academic year.
- Any student whose attendance is below 80% will have to repeat the year.

- However, if a student is absent due to illness and provides a proper/authorized medical certificate accepted by the Principal, the student's absence will be counted as present in calculating the percentage of attendance. In such cases student's attendance record will not be affected by the authorized absence.

**2: - END OF TERM MARKS:** At the end of every term, the cumulative marks of Homework (HW), Continuous Assessment (CA) and end of term examination will be arrived at and shown as individual mark as per the weightage as shown below.

- There will be Examination at the end of every Term.
- Structure of **Term End marks**- in every Term. Year 3 to 9

CA 5% marks, Homework 5%, Examination 65%; Behaviour 25%

(Students who submit their Homework on the same day when the lesson is taught, will be eligible for a maximum of 5 marks as bonus marks in the Term End Examination mark of the subject. This bonus marks will be within the 65% of Term end mark)

**3: FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below. YEAR 3 TO 9

<b>CA</b>	<b>-5%</b>	– Average mark scored in the three Terms;
<b>Home Work</b>	<b>- 5%</b>	– Average mark scored in the three Terms -
<b>Examination Mark</b>	<b>-65%</b>	– Average of all the three terms examination marks;
<b>Behaviour Mark</b>	<b>-25%</b>	-- Average of all the three Terms. Lowest mark will be zero.
<b>Final Cumulative mark - 100%</b> - The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year.		

**4: PROMOTION POLICY YEAR 3 TO YEAR 9:**

- (1) Examination result will be grouped in Section A, B & C.

Section A	English, Mathematics, Science, Social Studies, ICT , Qatar History
Section B	Arabic
Section C	Islamic Studies

(2) PASS MARKS- YEAR 3 TO 9

**STUDENTS WHO SCORE BELOW THE MINIMUM MARKS AS BELOW AT THE END OF THE YEAR WILL BE DECLARED AS FAILED.**

Category	Section A	Section B	Section C
Arabic students with Mother tongue as Arabic and belong to Islam	Need Minimum 50% marks in every subject in Section A	Need minimum 50% marks in Arabic	Need 50% marks in Islamic Studies
Arabic students with Mother tongue as Arabic and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	Need minimum 50% marks in Arabic	No minimum requirement
Non Arabic students and belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	Need 50% marks in Islamic Studies
Non Arabic students and do not belong to Islam	Need Minimum 50% marks in every subject in Section A	No minimum requirement	No minimum requirement

Maximum 1% moderation will be given to get minimum pass of cumulative score of 50% in every subject.

Separate Progress Report will be issued for the Extra Curricular Activities attended by the Student.

## Year 10

### 1: - ATTENDANCE REQUIREMENT:

- Students must have at least 80% attendance to be eligible to appear in the final examination. Attendance will be calculated from the first day of the academic year or from the date of joining in case the joining date is after the first day of the academic year.
- Any student whose attendance is below 80% will have to repeat the year.

- However, if a student is absent due to illness and provides a proper/authorized medical certificate accepted by the Principal, the student's absence will be counted as present in calculating the percentage of attendance. In such cases student's attendance record will not be affected by the authorized absence.

**2: - END OF TERM MARKS:** At the end of every Term, the cumulative marks of Homework, Continuous Assessment and end of term examination will be arrived at as per the weightage as shown below.

- There will be Examination at the end of every Term.
- Structure of **Cumulative marks**- in every Term. Year 10

CA 5 %, Homework 5%, Examination 65%; Behaviour 25%
(Students who submit their Homework on the same day when the lesson is taught, will be eligible for a maximum of 5 marks as bonus marks in the Term End Examination mark of the subject. This bonus marks will be within the 65% of Term end mark).

**4: FINAL CUMULATIVE MARK:** Final Cumulative Mark at the end of the Year will be calculated as below.

YEAR10		
<b>CA, HW</b>	<b>- 10%</b>	- Average mark scored in the three Terms;
<b>Examination Mark</b>	<b>- 65%</b>	- (25% of Term 1 +25% of Term 2 + 50% of Term3 examination marks);
<b>Behaviour Mark</b>	<b>- 25%</b>	- Average all the three Terms. Lowest mark will be zero.
<b>Final Cumulative mark</b>	<b>- 100%</b>	- The final result will be judged based on this Final Cumulative mark of every subject at the end of the academic year.

## 5. PROMOTION POLICY - YEAR 10

Students have to score minimum 50% marks in every subject to pass.

## Year 11,12 & 13

### **1: - ATTENDANCE REQUIREMENT:**

Students with less than 80% attendance (from the date of first day of attendance) as on the date of applying for CAIE entry will not be allowed to do enroll for CAIE Examination. Absence with medical certificate will be treated as present to calculate the percentage.

### **2: END OF YEAR RESULT:**

- (1) End of Year Result will be based on the Grades scored by students in Cambridge Assessment International Examination (CAIE).
- (2) Examinations conducted by the School is only an internal assessment and the grades scored by student in internal examinations will not decide their pass/failure.
- (3) There is no overall pass mark in Year 11, 12 & 13. Those who scored Grade 'U' or 'X' in all subjects in the internal Mock assessments will be reported as FAILED in school for the record of Ministry of Education, Qatar.
- (4) Admission to Year 12 & 13 will solely depend on the subjects opted by the students and the grades scored by them in IGCSE/AS level Examinations (conduct by CAIE) respectively and subject to the admission criteria prevailing in the School during each academic year.
- (5) Every school fix its own policy from year to year on the basis of CAIE grades in giving admission in Year 12 and 13.

### **Note: Absence during Term End Examinations: (Applicable for all classes)**

If a student is absent during the Term End Examinations, he will receive a zero mark for that particular exam.

#### **Exceptions: Students who are absent due to illness**

- If the absence is due to illness, the student must provide a valid medical certificate that is acceptable to the Principal. The medical certificate will be subjected to verification and if it is found to be not genuine, the student can be terminated from the school.

- It's important for students and their parents to communicate with the Parent Relation Officer of the school in writing in the case of an illness-related absence. Valid medical certificate must be submitted to the school within three days from the date of the absence due to illness. This is to ensure that the student's absence is properly recorded and the necessary arrangements is made.
- If the medical certificate is deemed valid, the following clauses will apply:

#### 1- Term 1 – Every Year

If a student is absent in a particular subject for the End of Term 1 examinations due to illness and his medical certificate is valid and accepted by the school, the corresponding percentage of the average marks scored by the student for that subject in internal assessments such as (CAS) and (HW) will be given as the Term End exam mark. The maximum marks that can be awarded in this case is 50% of the examination total marks (i.e. 32.5 marks).

#### A sample calculation for the End of Term 1 examinations

Actual End of Term Marks (65)	Internal Assessment (A) (10)	Adjusted End of Term Marks (B) (65)	Behaviour Marks (C) (25)	Total (A+B+C) (100)
AB	10	32.5	25	67.5
AB	9	32.5	25	66.5
AB	8	32.5	25	65.5
AB	7	32.5	25	64.5
AB	6	32.5	25	63.5
AB	5	$0.5 * 65 = 32.5$	25	62.5
AB	4	$0.4 * 65 = 26$	25	55
AB	3	$0.3 * 65 = 19.5$	25	47.5
AB	2	$0.2 * 65 = 13$	25	40
AB	1	$0.1 * 65 = 6.5$	25	32.5

2- **Term 2 & 3 - Every Year:** -

- If a student is absent in a particular subject for the End of Term 2 or 3 examinations due to illness and his medical certificate is valid and accepted by the school, the student will be given one retest opportunity to benefit the student.
- The school will schedule a common date and time for all eligible students to take the retest. The school will inform the parents of eligible students about the date and time of the retest through e-communication, SMS, and Gazette.
- If a student is absent for the retest exam even with medical certificate, he will not be allowed to take another retest and the score for that particular exam will be considered as a zero.