

# ISLAMIC PRIMARY SCHOOL

10<sup>th</sup> September, 2019

## Assessment policy

To ensure the effectiveness, validity and transparency of **school assessment**, information for all subjects is listed below.

Please supervise and support your child to prepare well for a better result.

### A. Assessment information:

Chinese	P.1 - P.4	P.5-P.6
Reading	Formative 10%	Formative 5%
	Summative 35%	Summative 40%
	Dictation 5%	Dictation 5%
Writing	Summative 20%	Summative 25%
	Composition 10%	Composition 5%
Listening	Lesson observation 2.5%	
	Summative 7.5%	
Speaking	Lesson observation 2.5%	
	Summative 7.5%	
<b>Total</b>	<b>100%</b>	

English	P.1- P.6
Reading & Writing	Formative 8%
	Summative 64 %
	Dictation 4%
Listening	Formative 4%
	Summative 16%
Speaking	Formative 4%
<b>Total</b>	<b>100%</b>

Math.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative 20%					
	Summative 80%					
<b>Total</b>	<b>100%</b>					

G.S.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative 20%					
	Summative 80%					
<b>Total</b>	<b>100%</b>					

Putonghua		P.1-P.6
Assessment components	Lesson observation	First term 20%
	Paper exam	Second term Listening +Oral=80%
<b>Total</b>		<b>100%</b>

Music	P.1	P.2	P.3	P.4	P.5 1st term	P.5 2nd term	P.6
Assessment components	Singing 80%		Singing 40% Recorder 40%		Singing 40% Recorder 40%		Singing 20% Recorder 20% Own creation 20% Summative (paper) 20% Lesson observation 20%
	Lesson observation 20%		Lesson observation 20%		Lesson observation 20%		
<b>Total</b>	<b>100%</b>						

V.A.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Classwork 1,2,3 25%+25%+25%=75% (Art work: 90%) (Lesson performance:10%)				Exam (1)50% (Exam art work 90%) (Lesson performance:10%)	
	Exam art work+lesson performance:25% (Art work: 90%) (Lesson performance:10%)				Exam (2)50% (Exam art work 90%) (Lesson performance:10%)	
<b>Total</b>	<b>100%</b>					

P.E.	P.1	P.2	P.3	P.4	P.5	P.6
Skills	60%	60%	30%	30%	30%	30%
Fitness	---	---	30%	30%	30%	30%
Attitude	40%	40%	40%	40%	20%	20%
Paper exam.	---	---	---	---	20%	20%
<b>Total</b>	<b>100%</b>					

Computer	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative (paper) 20%					
	Practical 80%					
<b>Total</b>	<b>100%</b>					

Religious Studies	P.1	P.2	P.3	P.4	P.5	P.6
Assessment Components	Lesson observation 100%					
<b>Total</b>	<b>100%</b>					

## B. Other:

1. The combination of assessment results are: formative assessment, dictation, and summative assessment. (both terms)
2. Summative assessments arrangement:  
Overall grades for each subject will be shown. (P1-P6)  
Grade     A: 86-100  
              B: 70-85  
              C: 60-69  
              D: 40-59  
              E: 0-39
3. In order to encourage students to improve themselves rather than competing with others, only the top 20 positions of the form will be shown on the academic report card. (P.1-P.4 only). The form positions will not be shown for the P .5 P.6 students.
4. All P.1-P.6 summative assessment papers will be distributed to students for learning and teaching feedback.
5. Some of the summative assessment papers will be distributed to students for parents' inspection. (P.1-P.4 only). Parents should check and sign the papers upon receiving them. (Chinese Composition, Chinese Listening, English Listening, Chinese Speaking and English Speaking papers will not be distributed nor provided for parent's inspection).
6. All P.5 and P.6 summative assessment papers will be kept at school for further inspection by the Education Bureau. However, P.5 and P.6 parents can request to inspect a summative assessment paper. A letter of request for inspection should be handed in to the class teacher. Parents must come to school during the date and time slot assigned by our school.

### **Guidelines for summative paper inspections are as follows:**

- ◆ Only fathers, mothers or legal guardians can inspect summative assessment papers. (only a parent or a legal guardian is permitted to inspect)
  - ◆ Parents/legal guardians can only inspect the papers during the date and time slot assigned by our school.
  - ◆ The duration for inspecting is 20 minutes for each paper.
  - ◆ Teaching assistants/duty teachers will distribute the papers after parents/legal guardians sign the attendance log book.
  - ◆ Parents/legal guardians must remain silent during the inspection.
  - ◆ Using mobile phones, taking photos/videos are prohibited during inspections.
  - ◆ Parents/legal guardians must not write or mark anything on the summative assessment papers.
  - ◆ Inquiries about assessment papers should be written on provided paper.
  - ◆ The teaching assistant/duty teacher will not answer any questions regarding the summative assessment papers.
  - ◆ Class teachers and subject teachers will give their response within 7 school days.
  - ◆ Only Chinese (Reading), English(GE), Mathematics and General Studies assessment papers are open for inspection.
7. Assessment marks for Chinese, English, Mathematics, General Studies, Visual Art and Music will be calculated for examination.
  8. Teachers will read the summative assessment instructions and questions to P1 and P2 (1st term) students only.
  9. P5 (2nd term), P6 1st and 2nd term summative assessment results will be sent to the Education Bureau as a reference for secondary school places allocation purposes.

## C. Missed summative assessment arrangement:

1. Students providing a doctor's sick leave certificate or parent's letter will be eligible for taking the summative assessment after the examination period. However, the makeup assessment will be held only within 4 examination days and 3 days after the examination period.
2. Students unable to come back to school within the makeup examination period will have no further options and the word 'absent' will be shown in the academic report card.

## D. Missed dictations/formative assessment arrangement:

1. Students providing a doctor's sick leave certificate or parent's letter will be eligible for taking the formative assessment or dictation within 3 school days.
2. For students absent a whole semester, at least one formative assessment and one dictation will be given. There may be insufficient time for preparation. Students foregoing the chance to make up assessments or dictation will have no further options. The final result of the summative assessment will be the only component of the whole assessment.

**\*Students misbehaving during assessments or dictations will be penalized. Penalties include deducting marks or cancelling the subject result.**