

## Assessment Policy

### Philosophy

The purpose of assessments within the Abby Kelley Foster IB Diploma Programme is to ensure the development of globally minded, independent life long learners. Through data analysis of formative and summative assessment results and IB assessment performance, Abby Kelley Foster strives to continuously improve and develop teaching and learning strategies, thus ensuring students reach their full academic potential. The administration and teachers are committed to the use of criterion-based assessments that both support and are founded on the principles identified below.

### Principles

- All students can learn
- All students must be held to high expectations
- Differentiation of assessment is necessary to fully evaluate student learning
- Assessments must reflect 21<sup>st</sup> century learning skills
- Assessments should identify what the student knows and comprehends
- Student reflection and self-assessment is essential to improving skills and providing evidence of learning
- Student learning is measured and evaluated using rubrics and criteria provided prior to assessment
- The assessment process is collaborative and include teachers, students and parents
- Constructive and ongoing feedback between teachers and students based on assessment data identifies areas for improvement
- Establish a parent/teacher partnership through effective and ongoing communication of assessment results through the school Portal
- IB assessment data is utilized to improve classroom instruction and practices
- Assessment criterion reflect IB mark schemes

### Practices

#### Formative Assessments

Formative assessments allow both teachers and students to identify and address problem areas in both comprehension and performance. They provide teachable moments for correcting misconceptions, providing clarification and expanding student insights.

Formative assessments allow students to practice their skills, reflect on their performance and identify strengths and limitations. Collaboration between students and teachers using formative assessment feedback allows students to understand both how to learn and how to improve their learning.

Examples of Formative Assessments include but are not limited to:

- “Do Now” opening activities
- In-class discussions and skill practice
- Worksheets
- Review quizzes
- Collaborative work
- Skill applications (labs)
- Question and answer sessions
- Teacher observations
- Homework
- Peer reviews
- Self assessments
- Presentations

### **Summative Assessments**

Summative assessments provide a measurement of student performance and mastery of content and skills. Summative assessments reflect the IB assessments students will take at the end of the programme. Teachers create rubrics based on the IB assessment criteria established in the IB Marking Criteria for subject specific papers. Use of IB assessment criteria provides insight into student achievement and preparedness in each subject group and relates directly to the scores posted on the internal IB report cards. Subject specific rubrics are utilized by all teachers within that subject group to ensure a standardized grading system. Periodic collaborative grading and cross checking of student work further ensures standardization. Summative assessments provide both an IB score and an in-school Abby Kelley Foster grade. Teachers within the individual subject groups collaborate to develop a conversion scale between the Abby Kelley grade and the IB grade.

### **Internal Assessments**

Internal Assessments are required of all 11<sup>th</sup> and 12<sup>th</sup> grade students participating in IB level courses. The assessments are graded by the appropriate IB teacher using the IB published rubric. In subject groups with more than one teacher, blind cross grading occurs to ensure standardization in the grading of student work. Internal Assessment scores are submitted to IB for moderation as required to ensure global consistency in scoring. Assessments include research papers, oral presentations, lab reports, mathematical investigations, art portfolios, and musical composition and performance.

An IB calendar is created through collaboration with teachers and the DP Coordinator to ensure a manageable workload for students throughout their participation in the programme. The calendar is published and distributed to administration, teachers, participating students and parents. An electronic copy of the calendar is provided on the IB page of the AKF website.

## **External Assessments**

All participants in IB courses are required to sit for the IB external exams at the end of the course. The exams occur in the May testing session. All responses are sent directly to IB for evaluation. Students are informed of their assessment times and dates through publication of the IB calendar, posting on the AKF school calendar available on the school website and verbal communication from the DP Coordinator at least two months prior to the May exam session. Individual testing modifications follow the IB notification requirements and are addressed in the Special Needs Policy.

## **Grading Policy**

The grading scale for Abby Kelley Foster High School is as follows:

95% - 100% = A  
90% - 94% = A-  
87% - 89% = B+  
84% - 86% = B  
80% - 83% = B-  
77% - 79% = C+  
74% - 76% = C  
70% - 73% = C-  
65% - 69% = D  
Below 65% = F

Up-to-date communication of student performance is emphasized at Abby Kelley Foster High School. An electronic grade book is utilized and accessed through both the Student and Parent Portal. The portal grades are updated continually by the teachers and reflect current averages. All students and one parent/guardian are required to indicate their ability to access the portal at the beginning of the school year. Parents are notified immediately if at any time their student's grade drops below a 70%, at which time the student is required to attend extra help sessions. Additionally, parents are encouraged through monthly newsletters to routinely check their student's progress throughout the quarterly grading period. A mid-quarter progress report notification is sent via email to parents. Formal quarterly report cards are mailed to all parents.

In addition to electronic posting of student grades, parent-teacher conferences are scheduled in November and April. At any time parents, teachers or administrators may request conferences. Students and parents may request official school transcripts that provide a record all yearly grades for subjects taken at the high school level.

## **Homework**

Homework is assigned on an as needed basis within each course. The purpose of homework is practice of concepts and skills learned in class and/or to prepare students for the next day's lesson. Homework assignments are verbally communicated to students and posted on the Class Portal and/or Google Classroom. Completion of homework may be reflected in quarterly grades. Students who consecutively fail to complete homework assignments may be assigned a teacher detention at which time the assignment must be completed. Teachers utilize homework as a formative assessment of student progress.

### **Connections to other policies**

**Academic Honesty Policy** – Students are required to adhere to the Academic Honesty and Integrity Policy when completing and submitting all assessments, formative and summative and all IB required assessments.

**Special Needs Policy** – Assessments will meet the required modifications and guidelines of individual students' IEP or 504 Plans.

**Language Policy** – The language of instruction and assessment at Abby Kelley Foster is English. Individual student language needs will be taken into consideration when creating and implementing assessments.

### **IB Diploma Requirements**

To achieve an IB Diploma, students must meet the following requirements.

- Achieve a combined minimum score of 24 points on their IB assessments in the six subject areas, 12 of which must be from HL courses, and
- Theory of Knowledge Prescribed Title essay (no grade of E or N)
- Extended Essay (no grade of E or N)
- Completion of CAS requirements

### **Responsibilities**

#### **Student Responsibilities**

- Adhere to the Academic Honesty and Integrity Policy
- Meet required deadlines for IB assessments as posted on the IB calendar
- Be proactive in seeking teacher support
- Be prepared for class
- Attend classes consistently
- Actively participate in classroom activities and discussions
- Make-up assignments/assessments resulting from absence
- Put forth substantial effort on a daily basis
- Utilize feedback to revise work and improve performance
- Maintain communication with Extended Essay and CAS supervisors

- Develop study skills and time management skills necessary to achieve academic potential
- Work to achieve the IB Learner Profile characteristics and Approaches to Learning

### **Parent Responsibilities**

- Consistently monitor student progress and encourage student performance through proactive, relevant communication with both the student and teachers
- Support the teacher in developing their student's learning
- Provide a supportive, comfortable learning environment at home
- Ensure the student's out of school activities do not result in an over-extending of the student's time or schedule
- Support the student in learning a new language
- Encourage the student to become a global learner
- Ensure the student attends school regularly and arrives on-time

### **Teacher Responsibilities**

- Provide appropriate pacing and delivery of course material
- Monitor student learning and provide consistent, constructive feedback
- Set high, obtainable expectations of student achievement
- Communicate with students, parents and the DP Coordinator on a regular basis
- Update grades in a timely manner
- Produce assessments that aide students in practicing real-world applications and skills of course material
- Differentiate instruction and assessments for all students
- Follow all IEP and 504 Plan accommodations
- Adhere to deadlines outlined on the IB calendar
- Submit necessary documentation to the DP Coordinator by published deadlines
- Use assessment data to modify instruction and identify student learning needs

### **IB Coordinator Responsibilities**

- Support teachers in addressing student concerns
- Monitor student progress
- Conduct regular check-ins with both teachers and students
- Schedule and conduct monthly IB teacher meetings
- Coordinate and publish a yearly IB calendar with assessment deadlines, predicted grade and internal assessment submission deadlines
- Schedule and coordinate IB professional development for staff
- Ensure examination space is reserved and set up for May examination sessions

- Coordinate the IB external examinations
- Distribute IB assessment materials and scores to teachers
- Register students for IB exams
- Monitor the Extended Essay process
- Monitor and approve CAS experiences
- Monitor and distribute IB updates and communications to teachers
- Meet with subject teachers to assess IB scores and trends for the purpose of guiding instruction
- Maintain a climate of cooperation and support within the IB Diploma Program

### **Assessment Policy Access**

The Abby Kelley Foster IB Diploma Assessment Policy has been distributed to all DP teachers and administration and has been posted on the IB page of the school website.

### **Assessment Policy Committee**

Aaron Christo – IB student

Kelly Davila – IB Diploma Coordinator

Steven Hunt – Group 6 Teacher

Katherine Larson – Group 5 Teacher

Corinne Polucha – Group 4 Teacher

Karen Rodas – Group 2 Teacher