

## Purpose

Our assessment policy aims to improve student's learning and achievement and provide students, parents/guardians, and teachers with relevant information on how a student is performing and how much of the curriculum is being absorbed. We aim to achieve a positive, continuous, supportive mechanism promoting student learning to guide instruction and practice and evaluate the objectives, skills, instructional process, and teaching and evaluation practices. It also aims to actively engage the students so that they become more self-reflective learners and to open up the lines of communication and feedback between them and their teachers.

## Assessment Techniques

Greenfield College utilizes a variety of assessment methods. Every student is unique, and no two students learn the same way, even though the curriculum may be the same. This is where differentiated instruction and Assessment come in. Teachers use different ongoing formative and summative assessment techniques to gather information about each student's differing abilities, strengths, and needs.

All the assessment methods in Greenfield College meet the following criteria:

Emphasizes production rather than one correct answer.

Stresses self-evaluation and reflections.

Looks at work in progress.

Fairly assesses objectives and skills.

Meets all learning styles.

Detailed lesson objectives are continuously assessed to check the level of student's understanding. It is usually done right after the objective is explained according to the following rubric:

I fully understood the objective and can easily apply it in exercises.

B. I fully understood the objective but had some difficulties applying it in the exercises.

C I understand the objective but cannot apply it in exercises.

D=I partially understood the objective and cannot apply it to exercises.

E= I did not understand the objective and cannot apply it in exercises.

Objective Assessment helps teachers and coordinators identify the weaknesses of individual students and enables them to provide students with reinforcement sheets tailored to their needs. It also helps teachers and coordinators evaluate the teaching process and provide feedback on the curriculum

objectives and their level of attainability. This allows them to adjust the instructional objectives or the teaching and learning practices to fill any gaps better.

## Grading Procedure

The student's final grade is the result of different formative methods (reflection journals, class work, homework, drop quizzes, debates, discussions, games, competitions...), performance tasks (field work, GLOC, Interdisciplinary project, media productions...) and summative methods (exams given at the end of the lesson or unit, as well as term, midyear, and final exams).

The grading procedure varies slightly depending on the cycle and the academic program (Lebanese, French Baccalaureate, High School, or IB).

The following tables summarize the grading procedure at Greenfield College:

Grade	Subject	Partial One	Partial Two
Gr1&2	Languages	Reading= 15 % Test=10 % Writing= 10 % Dictation=10 % HW & Participation 5 %	OA = 15 % Test= 10 % Dictation= 5 % Listening= 10% Writing = 10%
	STEAM	Q1=Math= 15% Formative= 20% ST Quiz= 15%	Math Quiz= 15% STEAM Test= 20% STEAM Project: 15%
	Art	P1 10 % formative assessment 40% performance tasks	P2 10 % formative assessment 40% performance tasks
	Drama	P1 10% formative assessment 40% Solo performative skills	50 % collaborative performance skills
	Delf	Delf Skills (Competences)—50% Oral - 20 Formative 20 Homework 10	Test= 40% Formative=10%  Oral Expression – IOC - 25 Writing – 25

Class	Subject	Partial One	Partial Two
G3, G4	Languages	Reading= 15% Test=10% Writing= 10% Dictation=10% HW & Participation 5%	GLC= 25% Test= 15% Participation= 5% Listening= 5%
	STEAM	Q1=Math= 15% Formative= 15% ST Quiz= 20%	Math Quiz= 15% STEAM Test= 20% STEAM Project: 15%
	DELF	Delf Skills (Competences)—50% Oral - 20 Formative 20 Homework 10	EE – 25 OE - 25
	ESL	Oral: 20% Formative: 20% Listening: 10%	Oral: 20% Test: 20% Listening: 10%
G5	Languages	Same	
	Math	Formative: 20% Quiz:10% Quiz 2: 15% Participation: 5%	Formative: 10% Test: 25% Project: 15%
	Science	Formative: 20% Lab:10% Quiz: 20%	Formative: 10% Test: 25% Project: 15%
	FLE/ESL	Oral: 20% Formative : 20% Listening: 10%	Oral: 20% Test: 20% Listening: 10%
	SSA (4 &5)	Fieldwork: 35% Formative:15%	Test: 30% Formative= 20%
	SSE/SSF	Formative – 25 Homework – 5 Group Work – 20	Test 25 GLOC 25

Class	Subject	Partial One	Partial Two
G6, G7, G8	Languages	Reading Comprehension= 10% Test=15% Writing= 15% Classwork= 10%	GLOC= 20% Test= 15% Writing= 10% Participation= 5%
	Math	Formative: 15% T1= 30% Participation: 5%	Formative: 15% Test2: 30% Participation: 5%
	Sciences	Formative: 15% ( at least one reading corner per year) T1= 30% Participation: 5%	Formative: 15% Test2: 30% Participation: 5%
	SSE (6&7)	Project: 30% Formative:20%	Fieldwork: 40% Participation: 10%
	SSA (6&7)	Quiz: 30% Formative:20%	Fieldwork: 25% Formative & Participation: 25% G6= Civics then Geo . Note in G7, Geo given all the year Civics then History No midyear for G6 just the final. For G7, No midyear, No final for Hist + Civics but Geo for both.
	ESL/FLE	Formative=20% Oral= 30%	Test=40% Participation: 10%
	SSA(G8)	Quiz: 30% Formative:20%	Fieldwork: 25% Formative & Participation: 25% No midyear for G6 just the final. For G7, No midyear, No final for Hist + Civics but Geo for both.
8HS + 9HS	SSE	Test: 30% Formative:20%	Fieldwork: 40% Participation: 10%

Class	Subject	Partial One	Partial Two
Grade 10, 11LS	Math	Formative: 15% T1= 30% Participation: 5%	Formative: 15% Test2: 30% Participation: 5%
	Sciences	Formative: 20% ( at least one reading corner per year) T1= 25% Participation : 5%	Formative: 15% Test2: 30% Participation: 5%
	Languages	T1= 20% Writing=10% GLOC= 20%	T2=30% Writing=15% Participation=5%
	SSA	Formative= 30% Fieldwork= 20%	Formative=10% Quiz2 = 40%
	Sociology/Economics	Formative= 20% Quiz/Project= 30%	Test=50%
	SAT M/E	Formative = 20% Participation=10%	Test=70%
	Sciences(11E only)	Formative= 30% Quiz=20%	Test = 50%
	SSE & Business (10HS)	Case Study / Fieldwork/ 30% Formative=20%	Test= 50%
	ESL/FLE	Formative=20% Oral= 30%	Test=40% Participation: 10%
All Classes	TP	Formative 1= 20% Report 1 = 30%	Formative 2= 20% Report 2 = 30%
	IT/ Robotics	Formative= 20% Summative=30%	Term Project= 40% Participation= 10%
	CS	Formative=15% Research/case Study= 35%	Media production=50% Except G12= Discussion Circles=50%
	Debate	Formative= 20% Debate 1= 30%	Debate 2= 30% Shark tank = 20%

## Report Cards

The academic year is divided into two terms. Each term has two partials.

Report cards are issued at the end of every term and distributed during a parent-teacher meeting.

The passing grade in all subjects is 60%.

Each subject has a coefficient that represents its weight; the higher the coefficient, the higher the impact of the subject grade on the final average.

A student's group or ranking is determined by his/her general average as follows:

Group 1: Distinguished (between 90 and 100%)

Group 2: Excellent (between 85 and 89%)

Group 3: Very good (between 80 and 84%)

Group 4: Good (between 70 and 79%)

Group 5: Fair (between 60 and 69%)

Group 6: Below average (below 60%)

### **Plagiarism and duplication of work**

Any student suspected of plagiarism or duplication of work will get a zero on the assigned work and will be subject to other disciplinary measures.

### **Academic Probation**

A student is placed on academic probation if she/he does not get a passing grade and has a unique condition (medical report- mild learning difficulty- harsh family problems- repeating the year).

Students enrolled in this program are required to take extra sessions in (a) specific subject(s) and to get a passing grade in this (these) subject(s).

### **Merit Grade.**

Students who abide by the school's code of conduct can be awarded 2 points on their final average.

Students shall receive additional Green Points if they engage in service and competitions.

Students can get black points if they violate the code of conduct.

Every six green points adds one point.

Every six black points deduct one point.

The supervisor can add or deduct 0.25 points for general behavior.

### Violations of the Code of Conduct- Black Points (BP)

- 1 Oral Warning: 3 BP
- 2 Oral Warnings: 6BP
- Written Warning: 12BP
- 2 School Uniform Violations: 3BP

### CAS (Green Points GP)

Activity	Contribution 1	Contribution 2	Contribution 3	Contribution 4
Community Service				
School Service	1	2	3	6
School Sports Teams (Football, Basketball, etc.)	1	2		
School Teams (Dabke, Chorus, etc.)	1	2		

### Competitions and Fairs

Competition/Fair	Contribution	3rd Prize	2nd Prize	1st Prize
Language Competitions	1	2	3	4
Science & Technology	2	4	6	8
Art Competitions	1	2	3	4
Sports Competitions	-	2	3	4
International Competitions	2	4	6	8

## *Quizzes*

Quizzes must be 20 min or less.

Quiz marks must not exceed 10 % of the total grade.

Short quizzes or drop quizzes grades that are not typed and photocopied should not exceed 3% of the total mark.

## *Tests*

In an attempt to supervise the quality, delivery, and fair distribution of tests for all grades and follow up on their results, summative assessments are assigned at fixed times. The date and time of every test are circulated to all teachers, students, and parents at the beginning of every term.

**ONE-HOUR and TWO-HOUR TESTS ARE NOT ALLOWED TO BE ASSIGNED BY TEACHERS DURING THEIR TEACHING HOURS.**

All tests should meet the following guidelines:

- All tests must be typed.
- Test objectives must be written at the beginning of each test or quiz.
- All questions must have a detailed rubrics for grading.
- All tests should have an answer key
- Corrected exams are to be submitted to the coordinator to check them, who in turn submits them to the assessment department to write down the marks.
- The tests should be fair and cover all competencies.
- The number of questions in every test should not exceed 10 main questions/ problems. If the number of questions needs to exceed 10, we subdivide the question into parts (a, b, c...).
- The font used should be Times New Roman with the size defined as follows:
- Questions should be well-spaced. Leave space between questions.
- The main questions need to be separated by bold lines across the page.



- Page numbers are to be included at the bottom center of each page (excluding the mirror page).
- All test items should be typed.
- Rubrics must be added to the answer key and clarified to students.
- Teachers should ensure that the test level and time allocated for it are compatible so that students do not finish too early or too late.
- Complete student name lists (by exact names) must be submitted with the questions sheet for special students.
- The teacher should specify the number of assessed students.

## **General Guidelines for the administration of GFC exams**

### Part One: Exam Scheduling and Submission

Every cycle director is responsible for planning the exam schedule and assigning the proctors after consulting the coordinator and the NM supervisors.

The exam schedule should be posted on Icare, Whatsapp groups, and in classes.

The exam should be submitted to the coordinator one week before the exam date. The coordinator should revise the exam and return it to the teacher within three days. All exams should respect the general assessment criteria set by the GFC assessment policy. (Exams should be shared between the English and French sections and should always include a Multiple-choice section)

The exam should carry the electronic signature of the coordinator and should be named as follows: "Class-Subject-Date." Example: "12LS- Physics-Sept12"

The date is designated as MonthDay: For example, October

Every teacher should upload the exam (checked and approved by the coordinator) to the folder shared by the assessment department two working days before the exam date. Saturdays and Sundays do not count. Teachers who fail to do so will receive an oral warning for the first time and a written if recurred.

The supervisor should print out all exams two days before the exam date and submit the printed copies to the photocopy center for filing.

The supervisor should report any violation in the folder "Violations of the Exam Policy" and follow up with the coordinator to re-submit the exam.

The number of exam copies is required for the IB classes only.

## Part Two: GFC Proctoring Policy

There must be sufficient invigilators to ensure the adequate supervision of all examinations, with a ratio of 1 invigilator for every 20 candidates and a minimum of 2 invigilators per examination room. The only exception to the minimum is when there is a small number of students. In this case, a "floating" invigilator should be present.

The proctor must be a member of the school's teaching faculty (staff) and never the subject teacher in midyear or final cases.

### Proctors should give the following instructions to students before the exam begins.

Please do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to students displayed in the school?

Do you have any unauthorized material in your possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject and language of your examination paper correct?

Do you have everything you need for the examination?

### The proctor should follow the below guidelines while proctoring the exams:

The proctor should collect the exams at least one hour before the administration of the exam, and check that he/she has the correct subject and number of exam papers.

The proctor should avoid any sources of distractions in the exam room, such as talking with other proctors, using phones, doing work, or wearing high heels.

The proctor should move around the room and not sit or stay in one place.

The proctor should ensure that no questions are answered.

The proctor should not allow any student to go to the bathroom during the exam. In urgent cases, the other proctor will escort the student after searching the student's clothes and the bathroom to rule out any cheating attempts.

The proctor should not give oral comments to students accused of cheating but rather refer them to the supervisor/director.

The proctor should read the following instructions when the exam finishes:

"The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers. Exams will not be collected from any student who fails to do so.

Check that you all the exam answer sheets are ready for collection

Place your script on your desk or table. I will pass by to collect them".

The proctor should submit the collected answer sheets to the supervisor.

### Part Three: Rules for Students: Questions and Answers

#### 1. Which stationery is allowed for exams, and which items are not permitted?

A pen with dark blue or black ink, a soft pencil that produces dark lines (and a sharpener if required), a ruler, an eraser, and basic geometry instruments (for example, a protractor) are all allowed.

A correction fluid/pen, rough/scratch paper, telephones, pagers, calculator-watches, personal computers (PCs), personal data assistants (PDAs), notes, books, refreshments, and guides are prohibited in any subject examination.

#### 2. What would happen if I missed an exam?

You will receive a zero if you miss any exam.

Make-up for a missed exam will be assigned only if a medical report (approved by the school's nurse) is presented.

Make-up exams are usually more difficult.

#### 3. When should I arrive for the exam?

You should arrive at the examination before the start of the exam. You are not permitted to leave the examination before the exam ends.

Exam time lost due to tardiness will not be compensated except for legitimate reasons approved by the director and supervisor.

4. What are some guidelines that relate to the use of calculators in exams?

Calculators are not allowed for use by elementary and middle school students.

The use of calculators is allowed in science exams of Grade 9 only.

Only a four-function (plus, minus, multiply, divide) calculator, scientific calculator, or GDC is allowed in secondary school Science and Math exams.

IB students follow the IB policy that relates to the use of calculators

Calculators must not be shared or exchanged during examinations.

5. Where do I write the answers to the examination questions?

All exams should be answered on Greenfield College's answer booklets. Failure to do so will result in penalties.

6. Does my handwriting matter?

Your handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, he or she cannot mark it.

7. Are toilet breaks allowed during the exam?

Toilet breaks are not allowed during the exams except in emergencies. In this case, toilets will be checked for hidden unauthorized materials.

8. Is borrowing allowed?

Borrowing is not allowed in exams.

9. What are examples of misconduct that will result in a failing grade of zero?

The following actions are examples of misconduct relating to the written examinations:

Stealing examination papers

Failing to obey the instructions of the coordinator/invigilator

Communicating with another student

Helping or receiving help from another student

Impersonating another student

Possessing unauthorized material

Consulting material outside the examination room during a period of absence

Behaving in a way that may disrupt the examination or distract other students

Submitting work for Assessment that is not authentic

Removing or attempting to remove from the examination room examination material, such as answer booklets or examination papers

Leaving the examination room without permission

Continuing to answer an examination paper when told to stop by an invigilator or the coordinator

## **References**

Conduct of examination booklet- 2023

Diploma Program Assessment Procedures- 2022 Amendment Conduct of Exams -2022

Calculators- guidance for examination –booklet- 2022