مدرستنا الثانوية الإنجليزية ، الشارقة ـ بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

ASSESSMENT POLICY

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Next Review : May 2027

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Approved by: Ms. Asma Gilani, Principal & CEO

Our Assessment Policy is designed to ensure a fair, transparent, inclusive and systematic approach to assessing student learning and progress. Aligned with CBSE requirements, National Education Policy guidelines and the school's commitment to continuous improvement, the policy provides clear procedures for the planning, conduct, evaluation and reporting of assessments. It supports students in demonstrating their knowledge, skills and understanding while enabling teachers to use assessment evidence to strengthen teaching, learning and academic outcomes.

Assessment Framework: Grades 1–2

In alignment with the National Education Policy (NEP), the school follows a continuous assessment pattern to monitor and support students' learning and progress throughout the academic year. The pattern will enable the students to achieve levels of mastery based on the four competencies – Knowledge/Understanding, Application, Communication and High Order Thinking Skills.

- The academic year is divided into three terms: Term 1, Term 2 and Term 3.
- Each term includes two assessments.

Assessment Framework: Grades 3–12

The School follows the CBSE curriculum. Examinations are an integral part of our system.

The academic year is divided into two terms: Term 1 and Term 2.

- Each term includes periodic tests and summative examinations.

Examination Conduct

• The timetable will be prepared by the examination committee, approval sought from the Principal, Vice Principal, HOS and the supervisors and a draft of it will be put up on notice boards of all staff rooms for the perusal of the staff. Any changes that can be incorporated will be done with the permission from the Principal.

• After approval of the draft a fair time table will be prepared and shared with parents/students and also uploaded on school VLE.

• The guidelines for the preparation of the question paper will be put up on all staffroom boards and a copy will be given to the HOD's of all departments. Teachers will prepare the question papers , answer scheme and the blue print according to the marking guidelines given to them(refer to) and hand it in to the respective HOD's who in turn will submit it to the controller of examinations on the scheduled date.

• The controller of examination will then prepare template and fill in the submission of the papers, answer schemes and blue print details in it and hand the same to the Vice Principal on the same day.

• Portions for the examination will be given by the teachers to their HOD's who in turn will submit the same to the Supervisors. The portions will then be uploaded on school VLE well in advance.

• The examination committee will prepare the invigilation duty list for all days of the test, a copy of which will be placed on the staffroom boards one day before the commencement test. The invigilation duty list will be prepared and a copy of it along with a copy of the invigilation guidelines will be given to each teacher one or two days before the start of the examination.

Teaching classes will be cancelled during term exam and the day is utilized only for conduct of the examination.

• During Unit/periodic test pupils are seated in their respective classes while for the term exams they will be allotted special rooms .Seating arrangements will be prepared by the exam committee and put up in the respective classrooms one day before the commencement of the examination. Teachers will then inform their pupils about the seating.

- Before the start of the examination the members of the exam committee will keep all materials necessary for the examination such as photocopies of the question papers, answer scripts, tags, rubber bands and covering slips ready.

- Pupils who are dyslexic and all those who have been chosen by the counselor as pupils who need extra time to complete their paper will write their examination in a separate room designated by the exam committee for the same.

- SEN pupils who need extra-large font/questions to be read out are guided and helped by the counselor/invigilator

- Pupils who are unwell will write their test or examination in the school clinic upon the approval of the school doctor. Pupils who cannot write their examination because of a wound or fracture in their writing hand will be provided with a scribe, who will write the examination for them.

- No re-exam or retest will be entertained for those pupils who fail to appear for a test or an examination without approved leave/relevant documents.

- **If the child is absent for a school assessment due to medical reasons then the retest will be given only within a week of the assessment date subject to the submission of a valid medical certificate.**
- **No retest will be given for Annual exam as the result sheets has to be submitted for ministry approval before the release of Annual report cards.**

- Pupils who have not been able to write the test or examination on account of reasons pertaining, such as representing the school for an event, will be given due consideration and a test or examination will be conducted for them on their return. A new set of question papers will be prepared in such cases.

- On each day after completion of the test and the examination the invigilators from each room will hand in all examination materials to the exam committee who in turn will arrange the papers received according to the classes .Teachers will then correct the papers within a time limit of 72 hours for each subject and the papers will be shown to the pupils. Marks are then entered in the format available with the computer department and given to the respective class teachers.

- After the completion of the test and the examination, the exam committee will give a detailed report along with the feedback on the conduct of the examination to the Principal.

Examination Guidelines

- All invigilators are requested to collect the examination materials from Exam Control Room on time.
- Invigilators are to be very alert and vigilant and should on no account be seen seated or doing any other work while invigilating a class.
- Teachers who are not on duty are not allowed to enter any classroom, while the exam is on, without the permission of your supervisor/Controller of Examinations.
- Question papers are not to be given to anyone other than the students.
- Teachers on duty are also to check and ensure that every pupil gets all pages of the question papers and will be responsible if any page has been missed out. The teacher must announce to the class the number of printed pages in the question paper at the beginning of the examination.
- Invigilators must direct all pupils to fill in the details on first page of the answer booklet.
- In accordance with the norms, leaves will not be granted during the examinations.
- Invigilators must ensure that the students leave their bags outside the room (Neatly arranged) and that they don't carry any extra papers, with them.
- All the answer scripts are to be initialed with date by the invigilators on duty and these scripts are to be handed over to the examination committee only after the examination is over. Invigilators should sign the additional sheets before giving it to the pupils. Invigilators should ensure that no extra main or

additional sheets are left behind in the class room. Invigilators should return all exam related materials to the exam room.

- Students are not allowed to lend or borrow stationery during the examination.
- Answer papers should be collected only 5 minutes before the bell from the students and not before that even if the student has completed it.
- Invigilator's should tally the number of answer scripts collected and attach the duly filled collection slip to the bundle before dispersing the class and handing the answer scripts in. They will be held responsible if any paper is found missing.
- Students should not, on any pretext, be sent out of room while the exam is on.
- Teachers are not permitted to go to any class to clarify doubts or do any corrections in the question paper. If any changes are required, it should be brought to the notice of the Examination Committee who, with the approval of the Vice Principal, will do the needful.
- No change in invigilation duties is permitted without the approval of the Vice Principal/Supervisor.
- If any student is caught copying (NOT TALKING) invigilators are to follow the following procedures:
    - Do not shout at the student or talk loudly.
    - Take away the answer script and the evidence from the student.
    - Discretely give the student a fresh answer script to continue writing.
    - Attach the evidence to the answer script.
    - The matter should be reported to the Supervisor/examination committee who will then decide on the course of action after referring the matter to the Principal/Vice Principal.
    - Please maintain confidentiality.
- Papers should be distributed at the correct time and the allotted time for each subject must be strictly adhered to, the answer script should only be collected after the specified time.
- No invigilator is permitted to give extra time for any reason without the prior approval of the exam committee or the Supervisor.
- Students are to be seated according to their roll numbers as in the attendance sheets.
- All invigilators must be alert and brief the students about the procedure to be followed and encourage them to complete their papers on time.
- After the examination for the day is over, all invigilators should submit the answer scripts with the attendance form duly filled in, to the examination committee in the Control Room.
- After the examination, all the teachers collect their answer papers from the exam room within 24 hours, count and take the total and enter the same in the register provided.