



مدارس أدنوك
ADNOC SCHOOLS

ADNOC Schools
Assessment Policy (KG-Gr.5)

Reviewed on Feb 2023

Next Revision date: Feb 2025

Assessment Policy: KG – G5

Relation to essential Knowledge and skills: KG – G5	<ul style="list-style-type: none"> - ADNOC Schools has defined instructional objectives at the subject level. These objectives relate to essential knowledge and skills. - Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student’s performance indicates the level of mastery of the objectives.
Guidelines for Grading: KG - G5	<ul style="list-style-type: none"> - Formal report cards shall be issued every trimester end and a progress update will be given mid trimester. - Student passing/failure rates shall be monitored by the School’s Director of Education (DoE) and reported annually to the Board. - The Vice Principal for T&L shall develop guidelines for teachers to follow in arriving at six-week and semester grades for students. - These guidelines aim at ensuring that the grading reflect the student’s real mastery of an assignment either on the knowledge or the skills’ fronts. - They also aim at ensuring that sufficient number of grades will be considered to support the grade average assigned. - The guidelines will clearly state that grades will not be reduced for disciplinary reasons. - Where late submission of assignments or academic dishonesty occur (cheating or copying the work of another student, plagiarism, etc), reduction of grades may occur. Decisions made on these shall be done through the Academic (curriculum & assessment) committee where both the DoE and Director of Regulatory and Curriculum Compliance are members. - The guidelines will include information on regulating homework, makeup work, and grading procedures - Guidelines for grading will be published on ADNOC Schools’ Website and will be clearly communicated to Parents, Students, and teachers.
Interim Reports Grades 2-5	<ul style="list-style-type: none"> - Teachers shall produce interim progress reports every 2 weeks to students with average performance below 60. - In liaison with the SEN Department, a plan shall be put in place to work with the child at home and school to ensure that the grade is brought up to 60 or above within the time remainder of the 6 weeks of reporting period. - Where students show average performance below 60 during the 6 weeks of grading period, teachers should enrol these students in intervention/ booster sessions, design special projects for them to work on, or extra academic assignments that will be counted towards their grades before the end of the grading period. - The teacher will raise requests to extended time for special projects or assignments out of the 6 weeks grading period to the Elementary VP and Principal for students who may have extenuating circumstances for their approval.
Honor Roll K-5	<ul style="list-style-type: none"> - No honor roll for students in kindergarten- grade 3 - Honor Rolls are established for grades 4 & 5 as follows: <ul style="list-style-type: none"> ○ “A” Honor Roll for students with GPA of 90+ with a grade of no less than 70 in each the 4 core subjects ○ “B” Honor Roll for students with a GPA between 80-89 with no less than 70 in each of the four core subjects
Parents- Teacher Conference	<ul style="list-style-type: none"> - In compliance with the Abu Dhabi Knowledge and Education Department Policy Manual for Private Schools, ADNOC Schools shall hold a minimum of two Parental conferences where report cards will be shared with detailed written notice on the students’ performance in each subject area. These cards will be reader friendly. If parents are not able to read these reports because of language barrier, they are invited to schedule a meeting with the class teacher and one of the Arabic Speakers staff from the SEN Department or the Counsellor of the school. More curriculum nights may occur as decided by the School Principal according to the needs of the school. - In addition, teachers can schedule meetings with parents if the students are not meeting

	<p>the standards or are showing behaviors that will affect their learning or the learning of other students</p>								
<p>Retesting for grades 1-5 during the 6 weeks reporting period</p>	<ul style="list-style-type: none"> - Teachers will be recording the grades on the school reporting system, however, final marks of Terms 1, 2 & 3 will be uploaded on eSIS. - Students can retake the test/s in any of the core subjects of Math, English, Science and Arabic so teachers can decide on mastery of content or skills. - These retake tests will appear between 5 to 10 school days of the results announcement and test first attempt date. - Teachers will update the grades for those students who have met the minimum requirements or the performance indicators on the second attempt. - If students fail the retest/s because of behavioral issues or lack of demonstrates efforts, the principal can authorize the teacher to implement a grade penalty. <p>The grade penalty can be:</p> <ul style="list-style-type: none"> - The average of the two test attempts, OR - A 60 if the average or the second attempt is above 60. - If students fail the retest, the teachers will register the highest score the students got in either test. - Students in KG and grades 1 - 3 will be promoted to the following grade with written recommendations to the teachers of the next grade of needed support. <i>(Please see note on Promotion under the Promotion Criteria)</i> - The retesting policy does not apply to assessment of grades 4 and 5 for end of year test. - 4th and 5th graders will appear to the retake of a test if they failed in any of the core subjects of Math, English, Science and Arabic to a maximum of three subjects. They will be retained if they fail to achieve a minimum of 60 on any of the three subjects. 								
<p>KG and Elementary grading</p>	<table border="1" data-bbox="438 1153 1439 1742"> <tr> <td data-bbox="438 1153 710 1227">Exceeding Expectations "E"</td> <td data-bbox="710 1153 1439 1227"> <ul style="list-style-type: none"> - Student exceeds expectations demonstrating mastery of the content and relevant skills. </td> </tr> <tr> <td data-bbox="438 1227 710 1339">Meeting Expectations "M"</td> <td data-bbox="710 1227 1439 1339"> <ul style="list-style-type: none"> - Student meets expectations - Student is on track to succeed in the current grade in this area (4 core subjects) </td> </tr> <tr> <td data-bbox="438 1339 710 1518">Partially Meeting Expectations "PM"</td> <td data-bbox="710 1339 1439 1518"> <ul style="list-style-type: none"> - Student partially meets expectations in this area (any of the core subjects). - The school will consult the family on consideration for additional academic assistance in a particular area/ subject(s). </td> </tr> <tr> <td data-bbox="438 1518 710 1709">Not Meeting Expectations "NME"</td> <td data-bbox="710 1518 1439 1709"> <ul style="list-style-type: none"> - Student does not meet expectations in this subject. - The school will consult with the family on the decided academic assistance and/or extended days/ booster sessions for the student to succeed in that area/subject(s). </td> </tr> </table> <p style="text-align: center;">Table 1</p> <ul style="list-style-type: none"> - In line with the new Assessment Policy Amendments of February 2018 for the State of Massachusetts, from where ADNOC School has adopted its curriculum standards, teachers will use the Essential knowledge and skills for Kindergarten–Grade 5 to document levels of mastery as per the following: - The Legend (numerical values and letter grading) of the above apply to students in grades 1-5: 	Exceeding Expectations "E"	<ul style="list-style-type: none"> - Student exceeds expectations demonstrating mastery of the content and relevant skills. 	Meeting Expectations "M"	<ul style="list-style-type: none"> - Student meets expectations - Student is on track to succeed in the current grade in this area (4 core subjects) 	Partially Meeting Expectations "PM"	<ul style="list-style-type: none"> - Student partially meets expectations in this area (any of the core subjects). - The school will consult the family on consideration for additional academic assistance in a particular area/ subject(s). 	Not Meeting Expectations "NME"	<ul style="list-style-type: none"> - Student does not meet expectations in this subject. - The school will consult with the family on the decided academic assistance and/or extended days/ booster sessions for the student to succeed in that area/subject(s).
Exceeding Expectations "E"	<ul style="list-style-type: none"> - Student exceeds expectations demonstrating mastery of the content and relevant skills. 								
Meeting Expectations "M"	<ul style="list-style-type: none"> - Student meets expectations - Student is on track to succeed in the current grade in this area (4 core subjects) 								
Partially Meeting Expectations "PM"	<ul style="list-style-type: none"> - Student partially meets expectations in this area (any of the core subjects). - The school will consult the family on consideration for additional academic assistance in a particular area/ subject(s). 								
Not Meeting Expectations "NME"	<ul style="list-style-type: none"> - Student does not meet expectations in this subject. - The school will consult with the family on the decided academic assistance and/or extended days/ booster sessions for the student to succeed in that area/subject(s). 								

Exceeding Expectations	95- 100	A
Meeting expectations	71-94	B
Partially Meeting Expectations	60- 70	C
Not Meeting Expectations*	59-0**	D

Table 2

**Must sit for a retake within a max of 10 school days of first attempt Grades 1-5.*

***Social promotion for KG up to Grade 3- Please see criteria on Promotion & Retention*

ESL and/ Special Education: KG-5

- The report cards for students recommended for ESL or for Special Education Programs will reflect the programs recommended by the Lead for Literacy and the SEN Department and agreed to with the families.
- While the classroom teachers will grade the student performance, the modifications recommended by the Literacy Lead and/ or the SEN Department need to be marked on the student report card, be reflected on the progress reports the teachers will produce every three weeks for KG- Grade 5 students.

Non-Academic assessment For Grades 1-5

- In addition to academic assessment, students at Adnoc Schools will be assessed on their non-academic performance. These assessments are in the areas of Attendance, Effort and Conduct (*See Table 3a, 3b & 3c*)
- Each trimester students are assigned a holistic grade each of the core subjects in relation to the three areas. If students receive a 'Grade 1' in any of these 3 areas, a meeting with the teacher, the parents and student will be arranged to address the areas of concern.

**One unexcused absence form a class period/lesson will be equivalent to 1 unexcused day.*

Attendance		
3	Excellent 100%	Attended all classes or received approval for any emergency absence.
2	Acceptable 81% - 99%	Less than 12 days over a trimester
1	Cause for concern - At risk of retention/ or failing 80% or below	Averaged 12 days over a trimester

Table 3a

Effort		
4	Excellent	Student <i>consistently</i> demonstrates best effort in the classroom. They <i>consistently</i> demonstrate persistence and perseverance in their work. They respond positively to feedback, and show genuine interest and curiosity in learning and growing. Student completes all class and homework assignments on time and is well prepared for class.
3	Good	Student <i>usually</i> demonstrates best effort in the classroom. They <i>usually</i> demonstrate persistence and perseverance in their work. In general they respond positively to feedback, and for most show a genuine interest and curiosity in their learning and growing. Student usually completes all class and homework assignments on time and is well prepared for class.
2	Acceptable	Student <i>sometimes</i> demonstrates best effort in the classroom. However, is <i>inconsistent</i> . At times they demonstrate persistence and perseverance in their work. Students do not always complete all class and homework assignments on time and the teacher may need to remind or prompt the.
1	Cause for concern	Student <i>rarely</i> demonstrates best effort in the classroom. They <i>rarely</i> demonstrate persistence and perseverance in their work. They do not respond positively to feedback, and very rarely show an interest in their learning. Student requires constant prompting from the teacher to complete class or homework.
Table 3b		

Conduct/Behavior		
4	Excellent	Student consistently respects other people's feelings, opinions, ideas and property (E.g. Refrains from bullying, name calling, laughing at or making fun of). They always follow classroom rules and the schools' Code of Conduct and do not interrupt others, distract or disrupt learning in any way. They act as a positive role model and are an active member of the class.
3	Good	Student usually respects other people's feelings, opinions, ideas and property (E.g. Refrains from bullying, name calling, laughing at or making fun of). They usually follow classroom rules and the schools' Code of Conduct and in general do not interrupt others, distract or disrupt learning.
2	Acceptable	Student sometimes respects other people's feelings, opinions, ideas and property and for most refrains from bullying, name calling, laughing at or making fun of other people. They normally follow classroom rules and the schools' Code of Conduct however at times they may need a reminder/prompt from the teacher.
1	Cause for concern	Student rarely respects other people's feelings, opinions, ideas and property. Student requires frequent reminders to follow classroom rules and the schools' Code of Conduct and at times interrupts others, distracts and disrupts the learning in the classroom.
Table 3c		

Six Week, End of Term (EOT) and End of Year (EOY) marks

- **The mid-term grading period** is to provide the Continuous Assessment marks (Formative Assessment) where teachers can:
 - Implement short tests or quizzes of no more than 10 min
 - Assess students on performance or activities
 - Assess students on a project
- **The End of Term mark** is the mark students get in an area/ subject and contributes to the End of Year mark under the Summative Assessment.
- The Core Subjects are Math, Science, English and Arabic. Students will need to have a min of 60 in each of the core subjects to get a pass.
- The Non- Core Subjects are all the other subjects taught at the school.

Weights

Weights of Core Subjects (CS)			
Grades	Formative FA)	Summative (SA)	EOY
KG	100%	-	100%
1-3	70%	30%	100%
4-5	30%	70%	100%
Weights of Non-Core Subjects (NCS)			
Grades	Formative	Summative	EOY
KG	100%	-	100%
1-5	70%	30%	100%
Table 4			

Weight Distribution By Term %										
GD	C/ NC	T1		T2		T3		FA	Ex	Tot
		FA	ScEx	FA	Sc Ex	FA	Sc Ex			
1-3	CS	20	15/10*	25	10*	25	15/10*	70	30	100
1-3	NC	25	0	20	10	25	10	70	30	100
4-5	CS	10	35	10	-	10	35	30	70	100
4-5	NC	25	10	20	10	25	10	70	30	100

*Weight is equally distributed in subjects that have exam in each term 10/10/10
 *Weights are distributed on 15/0/ 15 for subjects that have exams two times a year

Table 5a

Maximum and Minimum Marks			
Grade	CS/ NCS	Maximum	Minimum
1-3	CS	100	-*
	NCS	100	-*
4-5	CS	100	60
	NC	100	50

*No retention for these grades

Table 5b

Promotion and Retention Criteria

- Promotion of students in grades 1-3 occurs if the following two conditions are met:
- Attendance of no less than 80% of school days
- Student is present in all assessments in their attendance period.
- Retention of students in grade 1-3 may occur based on the School's Academic (Curriculum & Assessment) Committee, Chaired by the Principal, if the students have failed to meet any of the following:
 - fail to meet the attendance requirements
 - show no positive attitude towards learning
 - demonstrate lack of effort to work

Promotion of students in grades 4-5 occurs if the following conditions are met:

Promotion and Retention Criteria- Grades 4-5				
Grade	CS/ NCS	Status	Procedures	Result
4 & 5	CS	Passed	Promoted	Passed & Promoted
4 & 5	CS	Did not Pass in 1-3 subjects	Re-take the test	<ul style="list-style-type: none"> - Promote if the min mark is earned in all retakes. - Retain if students fail to earn the min mark in one subject or more

		4 &5	CS	Did not pass in 4 subjects	Repeat the grade	<ul style="list-style-type: none"> - Develop an IEP and hand to parents as part of the summer vacation's support plan (full Implementation responsibility is on the Family. - Follow up with the SEN Dept. at the beginning of the following year. - Implement the Academic Support Plan as referred to under Students "Not Meeting Standards" (Table 2)
		4 &5	NCS	Passed	Promote	Passed & promoted
		4 & 5	NCS	Did not Pass	Promote	Passed & promoted
Table 6						

This policy has been written in line with the following legislation:

- Massachusetts State Department – **Assessment for KG – Grade 12** (Feb 2018 Update)
- Massachusetts State Department – School Graduation Criteria
- Ministerial Decree on **Assessments & Weights for the Four National Subjects** (AY 2018 – 19)
- Ministerial Decree on **Equivalency** (4443/2001)

This policy will be reviewed EVERY 2 years.

Approved by:

Sahar Cooper

Chief Executive Officer, Aldar Academies
 Manager & Operator of ADNOC Schools

Policy written: 01 Sept 2017

Reviewed on: 10 Feb 2023

Authorized by Aldar CEO: 15 Jan 2019

**Formative and Summative Assessment Tools
Grade 1**

Subject	Formative Assessment Tools								Total	Summative Assessment					
Main Subjects															
Islamic Education	Test 1 20	Test 2 20	Performance Tasks 60						100	100					
			Recitation 25	Memorization 15	Writing & Activities 20										
Arabic*	Listening 15		Speaking 15	Reading 50		Writing 20			100	100					
English*	Projects 100								100	List	Spk	Rdg	Wrtg		
										100					
Maths*	Quizzes 50					Written Activities 30		Performance tasks 20			100	100			
	1	2	3	4	5	Activity 15	Activity 15	Task 1 10	Task 10						
Science*	Quiz 1 (25)			Quiz 2 (25)			Performance (50)			100	100				
Social Studies	Quiz 1 (20)				Quiz 2 (20)		Performance Tasks 60				100	100			
							Task 1 (20)	Task 2 (20)	Task 3 (20)						
Non- Core															
Moral Education	Project 30				Performance Tasks 50			Student Portfolio 20			No Summative Assessment				
Music	Formative Assessment 90								10%						
Art	Formative Assessment 90								10%						
IT	Pop Quizzes (Practical) 40%				Continuous Practical Assessment 50%				End of Term 10%						
PE	Pop Quizzes (Practical) 40%				Continuous Practical Assessment 50%				End of Term 10%						

*Subjects marked with an Asterisk * are Core Subjects*

**Formative and Summative Assessment Tools
Grade 2**

Subject	Formative Assessment Tools								Total	Summative Assessment					
Main Subjects															
Islamic Education	Test 1 20	Test 2 20	Performance Tasks 60						100	100					
			Recitation 25	Memorization 15	Writing & Activities 20										
Arabic*	Listening 15		Speaking 15	Reading 50			Writing 20	100	100						
									List 10	Rdg 70	Wrtg 20				
English*	Projects 100								100	List	Spk	Rdg	Wrtg		
									100						
Maths*	Quizzes 50					Written Activities 30		Performance tasks 20		100	100				
	1	2	3	4	5	Activity 15	Activity 15	Task 1 10	Task 2 10						
Science*	Quiz 1 (25)			Quiz 2 (25)			Performance (50)		100	100					
Social Studies	Quiz 1 (20)		Quiz 2 (20)		Performance Tasks 60						100	100			
					Task 1 (20)	Task 2 (20)	Task 3 (20)								
Non- Core															
Moral Education	Project 30			Performance Tasks 50			Student Portfolio 20		No Summative Assessment						
Music	Formative Assessment 90								10%						
Art	Formative Assessment 90								10%						
IT	Pop Quizzes (Practical) 40%				Continuous Practical Assessment 50%				End of Term 10%						
PE	Pop Quizzes (Practical) 40%				Continuous Practical Assessment 50%				End of Term 10%						

*Subjects marked with an Asterisk * are Core Subjects*

Formative and Summative Assessment Tools Grade 3

Subject	Formative Assessment Tools										Total	Summative Assessment					
Main Subjects																	
Islamic Education	Test 1 20	Test 2 20	Performance Tasks 60										100	100			
			Recitation 25	Memorization 15	Writing & Activities 20												
Arabic*	Listening 15		Speaking 15		Reading 50			Writing 20			100	100					
English*	Projects 100										100	List 10	Rdg 70	Wrtg 20			
	List	Spk	Rdg	Wrtg			100										
Maths*	Quizzes 50					Written Activities 30			Performance tasks 20		100	100					
	1	2	3	4	5	Activity 15	Activity 15	Task 1 10	Task 2 10								
Science*	Quiz 1 (25)				Quiz 2 (25)			Performance (50)			100	100					
Social Studies	Quiz 1 (20)		Quiz 2 (20)			Performance Tasks 60					100	100					
	Task 1 (20)		Task 2 (20)		Task 3 (20)												
Non- Core																	
Moral Education	Project 30				Performance Tasks 50			Student Portfolio 20			No Summative Assessment						
Music	Formative Assessment 90										10%						
Art	Formative Assessment 90										10%						
IT	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%						
PE	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%						

*Subjects marked with an Asterisk * are Core Subjects*

Formative and Summative Assessment Tools														
Grade 4														
Subject	Formative Assessment Tools									Total	Summative Assessment			
Main Subjects														
Islamic Education	Test 1 20	Test 2 20	Performance Tasks 60						100	100				
			Recitation 25	Memorization 15	Writing & Activities 20									
Arabic*	Listening 15		Speaking 15		Reading 50			Writing 20		100	100			
English*	Projects 90%				Pop Quizzes 10%				100	List 10	Rdg 70	Wrtg 20		
	100													
Maths*	Quizzes 50				Written Activities 30			Performance tasks 20		100	100			
	1	2	3	4	5	Activity 15	Activity 15	Task 1 10	Task 2 10					
Science*	Quiz 1 (25)			Quiz 2 (25)			Performance (50)			100	100			
Social Studies	Quiz 1 (20)		Quiz 2 (20)			Performance Tasks 60						100	100	
						Task 1 (20)	Task 2 (20)	Task 3 (20)						
Non- Core														
Moral Education	Project 30				Performance Tasks 50			Student Portfolio 20		No Summative Assessment				
Music	Formative Assessment 90									10%				
Art	Formative Assessment 90									10%				
IT	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%			
PE	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%			

*Subjects marked with an Asterisk * are Core Subjects*

**Formative and Summative Assessment Tools
Grade 5**

Subject	Formative Assessment Tools										Total	Summative Assessment			
Main Subjects															
Islamic Education	Test 1 20	Test 2 20	Performance Tasks 60								100	100			
			Recitation 25	Memorization 15	Writing & Activities 20										
Arabic*	Listening 10		Speaking 10		Reading 50			Writing 30			100	100			
English*	Projects 90%					Pop Quizzes 10%					100	List 10	Rdg 70	Wrtg 20	
												100			
Maths*	Quizzes 50					Written Activities 30			Performance tasks 20			100	100		
	1	2	3	4	5	Activity 15	Activity 15	Task 1 10	Task 2 10						
Science*	Quiz 1 (25)				Quiz 2 (25)			Performance (50)			100	100			
Social Studies	Quiz 1 (20)		Quiz 2 (20)			Performance Tasks 60						100	100		
						Task 1 (20)		Task 2 (20)		Task 3 (20)					
Non- Core															
Moral Education	Project 30				Performance Tasks 50				Student Portfolio 20			No Summative Assessment			
Music	Formative Assessment 90										10%				
Art	Formative Assessment 90										10%				
IT	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%				
PE	Pop Quizzes (Practical) 40%					Continuous Practical Assessment 50%					End of Term 10%				

*Subjects marked with an Asterisk * are Core Subjects*