

Upper Primary School Assessment Policy

1. Introduction

IQRA College aim to create a fair and equitable learning environment that fosters academic excellence and encourages ethical behavior. The purpose of this assessment policy is to establish clear guidelines and expectations for assessing student learning in a school setting. It ensures fairness, consistency, and transparency in the assessment process while promoting academic integrity and student growth.

2. Scope

This policy applies to all currently enrolled upper primary school students, parents/guardians and teachers from year 3 to year 6 at IQRA College.

3. Responsibilities

Year 3 - 6 Teachers' Responsibilities

- To provide a description and key details about the required student task on Daymap.
- To set the due date of any assessment or test at least 3 weeks prior to the test/assessment due date.
- To release the grade on Daymap within at least 2 weeks after the assignment submission due date.
- Provide constructive verbal and/or written feedback to students before the final task is due.
- Advise students/parents regarding the Assessment Criteria on Daymap.
- To communicate via Daymap to parents if there is no submission receipt from the student by the assignment/task deadline.

Student's/Parents' Responsibilities

- Ensure that all tasks are the original work of the student and thus students do not use AI when completing assignments.
- To constantly check Daymap and follow the due date and requirements set by teachers.
- Complete and submit all assessment tasks by the due date.

- To ensure that electronic work is saved in more than one location- electronic failure is not an allowable excuse for non-submission of a task.
- If any task is unclear on Daymap and further clarification is required, parents should take the initiative to communicate with the teacher at least 3 days prior to the submission date/due date.
- If a student needs an extension for any task due to non-emergency matters, parents should communicate with the teacher at least 3 days prior to the due date, explain the situation and discuss the new submission date.
- If an emergency matter/incident happens very close to the submission due date, then parents should inform the teacher as soon as they can and discuss the new submission date.

4. Late or Non-Submission of Task

- If a student task has not been completed by the due date, the teacher will contact parents via Daymap to inform them of this matter.
- After receiving the Daymap message from the teacher regarding non submission of the student's work, the student will have 3 days from the date of the message to submit the work. Failing to submit within this time frame will result in a zero mark for this particular task.
- If there is a genuine case that the student cannot submit within the three days provided, the parent must then notify the teacher within 24hrs of receiving the Daymap message.
- If the matter cannot be resolved with the teacher, it will be escalated to the upper primary school coordinator.
- A relevant supporting document such as a medical certificate may be requested by the teacher to validate the reason for the lateness or non-submission of a task.

5. Grading System

The grading scale will be clearly defined and communicated to students and parents at the beginning of each academic year. It may include letter grades (A, B, C, etc.) or numerical scales (e.g., 100-point scale). The scale will reflect the mastery of content and align with the School's Policies.

Academic Integrity

Cheating in a Test/Exam

Students are continuously reminded about the consequences of cheating and how it does not align with our Islamic practices and beliefs, especially before tests/exams. The act of cheating will not be tolerated at IQRA College and if a student is caught cheating, in any way, during a test / exam will receive appropriate consequences from the teacher after the matter has been investigated.

Exam/Test expectations

Students are expected to abide by the exam/test conditions set forth by the school. They're expected to put up their hand if they want to ask an invigilator a question, not talk during the assessment, the following behaviors are considered disruptive:

- Calling out during the test/exam
- Looking around consistently
- Making unnecessary movements or sounds that distract others.
- Failing to follow the instructions of the invigilator.
- Causing any other form of disruption to fellow students during the test/exam

Students who fail to abide by these expectations will receive three warnings before any consequences are given.

6. Exam Procedure for Absences

Student misses the Exam Day

- If a child is away on the day of an exam the parent must send a Daymap message to the teacher or inform the front office prior to the exam date advising that their child will be away such that the teacher can reschedule the exam.
- Failing to notify the teacher of the student's absenteeism on the day of the exam may result in a zero grade for this particular exam.
- A relevant supporting document such as a medical certificate may be requested by the

teacher to validate the reason for the absence.

Long Leave

- If students are away on long leave, parents must notify the school at least 2 weeks prior to the departure (as per the school's Attendance Policy) such that the teacher can organize an alternative exam day.
- If the parent fails to communicate long leave within this timeframe the student will receive a zero grade.
- If the leave is within the first 5 weeks of the term as not much content was covered an alternative exam cannot be arranged and it will be a no grade (N/A) on the student's report.
- If an alternative exam date has been approved, the teacher is responsible to provide all relevant content on Daymap or hardcopy for the child to prepare at home. However, students are required to complete the Semester 2 Examination that was missed at the commencement of the next academic year. Consequently, the allocation of classes for the upcoming year will be contingent upon the results of this examination.
- Parents are responsible for abiding by the new arranged exam date. Failing to do so will result in a zero grade if no genuine justification and/or a relevant supporting document such as a medical certificate is not provided.

External Suspension

- Students on External Suspension must attend school for the duration of the test/examination only.
- The homegroup teacher will communicate with the parent via Daymap regarding the exam dates for the student to attend.
- If the chosen exam dates are not suitable for the parent, they must communicate via Daymap an alternative day and time within 24hrs of the message sent by the teacher on Daymap.
- The student will be allowed to stay in the school for the examination period only. Parents are responsible for bringing and collecting their child on that day.
- If due to unforeseen circumstances the child was away and cannot attend the exam dates, the school must be informed promptly.

- If the student fails to attend the exam and no prior notice was provided, then the student will receive a zero grade.