



# **Assessment Policy**

## **ANATOLIA COLLEGE, IBDP**

**Revised June 2015**



## IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

### IB learners strive to be:

<b>Inquirers</b>	<i>We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</i>
<b>Knowledgeable</b>	<i>We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</i>
<b>Thinkers</b>	<i>We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</i>
<b>Communicators</b>	<i>We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</i>
<b>Principled</b>	<i>We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</i>
<b>Open-minded</b>	<i>We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</i>
<b>Caring</b>	<i>We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</i>
<b>Risk-takers</b>	<i>We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</i>
<b>Balanced</b>	<i>We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional – to achieve wellbeing for ourselves and others. We recognise our interdependence with other people and with the world in which we live.</i>
<b>Reflective</b>	<i>We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</i>



## A. Purpose of the School's Assessment Policy

The purpose of this assessment policy is to identify and then to communicate to all constituencies the school's principles and practices as they relate to all aspects of assessment. It should be read together with other relevant school documents such as the Diploma program handbook. The school's assessment policy will be revised on a yearly basis.

## B. Fundamental principles on assessment

Assessment is a continuous process which aims to measure student achievement relative to predefined learning aims and objectives. Effective assessment would involve clarifying expectations to students, setting appropriate and manageable tasks, measuring progress in a fair and accurate manner, and communicating progress to students and parents. Assessment is inherently linked to teaching and learning and should inform both.

In the IBDP, assessment principles and practices are guided by the IBO mission statement, promotion of the IB learner profile attributes and subject-specific aims and objectives. In aiming to align with these programme requirements a variety of formative and summative assessment tools should be used, including opportunities for students to participate and to reflect in the assessment of their own work. Assessment tools should be developed with consideration of students' different learning styles and be informed by analyses of past assessment data. Feedback on assessment tasks forms an integral part of the ongoing teaching and learning process, aiming to acknowledge what has been achieved and to promote further progress. The school is committed to developing and to continuously improving systems for recording and reporting of students' progress so that they accurately reflect student progress in relation to specified criteria and to overall programme demands.

The programme welcomes individuals with special educational needs, provided that the nature and severity of their difficulties can be accommodated for within the school and allows for them to complete the Diploma programme requirements. Assessment inclusion arrangements may be discussed with eligible students and their guardians, according to procedures stipulated in the school's "**Special Educational Needs**" policy.

Formal assessment tasks which may be externally or internally marked would ultimately lead to the granting of the IB Diploma. According to regulations set by the Greek Ministry of Education, Greek nationals attending the IB Diploma program are additionally required to attend a Greek History course as well as Greek Literature, so that the IB Diploma be recognized as 'equivalent' to the Greek 'Apolytirion'. Grades in those two subjects are awarded according to what applies for the Greek Lykeion.



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### C. Assessment practices

Teachers are responsible for ensuring that students have access to and have understood the learning aims and objectives in their subjects as well as the assessment criteria applied to internally/externally assessed components or to formative and summative tasks. To this end teachers may use a variety of practices including self and peer evaluation, use of sample work from current or former Anatolia IBDP students, assigning practice work on Internal Assessment, etc.

Students are expected to engage with all of their subjects on a daily basis by way of reading or research assignments, review of class work or preparation for the next session. Formative and summative tasks will be assigned with varying frequency depending on the subject but on average every 1-2 weeks. These assignments could include written or orally presented tasks, exercises, journal entries, practical work, quizzes, internally assessed drafts or reports, etc. In most of their subjects, students should expect 1-2 summative written assignments or tests per term. Test dates are noted in the teachers' test log and every effort will be made not to assign more than 2 on the same day.

Feedback on student work will be an integral part of the course, aiming to be prompt, positive and constructive, to reinforce student understanding of assessment criteria and to promote improvement. Progress as demonstrated through various assessment tasks should inform both teaching and learning, leading to adjustments where necessary.

For the purposes of regular class work, teachers may award grades in percentage or numerical form. In this case, students will be given the grade boundaries applicable to the subject over the previous year which will allow them to convert their grade to an IB grade. In Greek History students will be marked using the 1-20 scale in accordance to what applies in the Greek Lykio.

The majority of summative assessment tasks will be modeled after equivalent IBDP tasks and graded using IB assessment criteria. In the few cases where certain pieces of student work will be graded with non-IB criteria, teachers will provide and explain a relevant rubric. At the start of the IB program and especially during the first semester, the strict application of IB criteria may not be possible because students would not have developed an adequate understanding of the demands of the program nor of the necessary skills. A majority of teachers may choose to apply IB criteria more leniently or to adjust grade boundaries.

All students are expected to be familiar with the school's philosophy and practice on academic honesty, which applies to all submitted work, whether this is formally assessed or not. The school's Academic Honesty policy outlines responsibilities of different stakeholders as well as procedures in cases of academic misconduct.



Term and examination grades will be awarded using the IB scale of 1-7:

<b>7</b>	<b>Excellent</b>
<b>6</b>	<b>Very good</b>
<b>5</b>	<b>Good</b>
<b>4</b>	<b>Satisfactory</b>
<b>3</b>	<b>Mediocre</b>
<b>2</b>	<b>Poor</b>
<b>1</b>	<b>Very poor</b>

## D. Examinations

The three in-school examination sessions (mid-term examination in January of IB1 and IB2, final IB1 examination in June) are modeled after the IB final exam in that questions set are past paper questions and the time allowed is proportional to the time allowed in the final IBDP exam. The material tested on each exam would include all of the material covered in class by that time. This implies that the content and length of the exam would be more limited in the first year mid-term exam but would progressively increase until it exactly or almost mirrors the IB final exam in the second year. Subjects that are not examined formally may hold a mock-exam modeled after specific course components, for example a “mock interview” in which progress related to the comparative study, process portfolio and studio work is presented in V. Arts.

Examination scripts are graded using paper-specific IB markschemes, assessment criteria and appropriate grade boundaries. The overall examination grade awarded to students may be a weighted average to reflect the different component weightings as prescribed by the IBO. Where appropriate, teachers will collaborate to harmonise examination material and marking by for example agreeing on question setting and cross marking a sample of each other’s papers.

Classes immediately following an examination session will be dedicated to reviewing student progress and to providing appropriate feedback to students.

Students eligible for the IB Diploma and in good standing with the school are registered to sit the final IBDP examinations in May of their last year in High School. This examination is conducted according to IBO specifications and student papers are externally marked. Results are made available to the school and to students from July 5<sup>th</sup>. Students may register to retake subjects in either a November or a May session, within time limits specified by the school, in accordance to IBO registration deadlines. Students are advised before the start of the examination that they may request IBO services such as “enquiry upon results” or issue of results to universities.



## E. Internal assessment

In every subject, students are expected to complete assignments that will be internally assessed by their subject teacher and externally moderated by an IB moderator. These assignments will contribute to their final IB Diploma grade (see IB Handbook, article 6). The purpose of such work is to “enable students to demonstrate the application of their skills and knowledge, and to pursue their personal interests, without the time limitations and other constraints that are associated with written examinations” (IBO subject guides).

It is the responsibility of teachers to familiarize students with the relevant requirements, assessment criteria and academic honesty issues while ensuring that internal assessment is woven into normal classroom teaching. Deadlines for all such assignments are indicated on the school calendar distributed to students in advance of the academic year. The school aims to effectively plan the delivery of all internally assessed projects by dedicating faculty meetings to the compilation of the school’s calendar and by assigning oversight of the calendar and its implementation to the class advisor and IB coordinator.

It is the responsibility of students to comply with set deadlines and with academic honesty requirements. (Please refer to the “Academic Honesty Policy” for further details).

Where a subject is taught by more than one teacher, the school will pursue cross-marking of internally assessed work with a view to improve understanding and application of assessment criteria as well as to ensure accuracy and fairness of marking.

## F. Organisation of the school year

The academic year is divided into 3 terms, as indicated on the school calendar. Students undertake 3 in-school examination sessions and the formal IBDP examination session at the end of the 2 years. Teachers may, at their discretion, offer students the opportunity of additional “mock” exams at the end of the second year. The school recognizes the varying importance of term and examination grades and awards final year grades using the following weighting system:

Term grades	15% each
Mid-term exam	15%
Final exam	40%

In Year 2, the 4<sup>th</sup> term and final examination grade are the predicted grades submitted by subject teachers to the IBO.



## G. Recording and Reporting

Information on student progress is reported in various ways, which include weekly morning parent-teacher conferences, two afternoon conferences in November and in February of each year, grade reports issued at the end of each term or examination session, a descriptive report of student progress in February and in June of each year. For internal use, the school maintains a system whereby teacher comments on student progress are communicated to the Class Advisor and IB Coordinator; the latter may at their discretion use this information to advise students or guardians. Progress reports are sent to guardians at the end of every term. Examination grades are included in grade reports (2<sup>nd</sup> and 3<sup>rd</sup> term in IB1, 2<sup>nd</sup> term in IB2). The school maintains a system of ranking students by academic score for internal purposes but does not publish rankings to students or guardians.

## H. Academic awards

The school issues awards for academic excellence in October of IB2, which includes all students with an average IB1 score of equal to or greater than 38/42 points. The corresponding “Dean’s List” is made available to academic referees.

IBDP faculty, in formal meeting time, will approve the academic awards given to students for top academic achievement during their graduation ceremony. These are approved after reviewing the arithmetic grade averages of students over both years in the IB. The awards are ranked (1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup>) and the student awarded first place is automatically recognized as class valedictorian.