

# Chengdu Shude High School International Baccalaureate Diploma Program Assessment and Reporting Policy and Procedures

August 2015

## I. General Philosophy

The fundamental objective of IB assessments and evaluations at Chengdu Shude High School is to support and improve teaching and learning.

All assessment components are designed according to the curriculum requirements in IBO subject guides. All subjects will be graded according to the assessment criteria provided in the IBO subject guides and the assessment process will be strictly guided by the IBO guidelines and practices.

Chengdu Shude High School tries its best to implement best practices as it applies to assessment policy across the IB diploma program as a whole and within each discipline. The principal areas of focus are outlined below.

## II. Reasons for Assessment and Evaluation

Chengdu Shude High School assesses students for a diversity of reasons:

- To provide feedback to students regarding their own studies
- To provide feedback to students on their performance against the criteria outlined by the IBO
- To provide a grade for reporting to parents
- To provide information for university admission
- To provide feedback to teachers and the school's management team about students' knowledge, understanding and skill development
- To provide a teaching quality control mechanism

## III. Methods of Assessment

Chengdu Shude High School utilizes a widely-accepted variety of both formative and summative methods of assessment.

Types of assessment delivered on a subject-specified basis include, but are not limited to: class discussions, written tasks, essay questions, experimental investigations, fieldwork, group and individual oral presentations, multiple-choice style quizzes and tests, short and extended-response questions, art portfolios, etc.

The term grade of each subject will consist of the following parts as shown in the tables below:

### Pre-DP (Year 10):

#### 1. Chinese, English B and Mathematics

<b>Assessment</b>	Final Exam	Mid-Term Exam	Subject-specific Assessment
<b>Weights</b>	40%	30%	30%

The mid-term exam will be administrated collectively in the form of written exams for the above subjects.

#### 2. Rotated Subjects

<b>Assessment</b>	Final Exam	Subject-specific Assessment
<b>Weights</b>	50%	50%

Rotated subjects mean three subjects in group 3 or group 4 are divided into 5-6 week rotations followed by a final series of reviews of all the subjects.

#### 3. Visual Arts

<b>Assessment</b>	Art Work No.1	Art Work No.2	Art Work No. 3
<b>Weights</b>	30%	30%	40%

4. TOK in Pre-DP will only be Pass/Fail based on students' performance.

### DP1 (Year 11):

#### 1. Subjects of Group 1, 2, 3 & 5

<b>Assessment</b>	Final Exam	Mid-Term Exam	Subject-specific Assessment
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<b>Weights</b>	40%	30%	30%
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## 2. Subjects of Group 4

<b>Assessment</b>	Final Exam	Mid-Term Exam	Subject-specific Assessment
<b>Weights</b>	40%	20%	40%

## 3. Visual Arts

<b>Assessment</b>	Theoretical Practice	Art Making Practice	Exhibition
<b>Weights</b>	30%	40%	30%

## 4. TOK

<b>Assessment</b>	Essay	Presentation	Subject-specific Assessment
<b>Weights</b>	40%	20%	40%

## 5. EE

<b>Term 1</b>	<b>Assessment</b>	Open-book Exam	Subject-specific Assessment
	<b>Weights</b>	50%	50%
<b>Term 2</b>	<b>Assessment</b>	EE Proposal	Subject-specific Assessment
	<b>Weights</b>	80%	20%

## DP2 (Year 12):

### Term 1

#### 1. Subjects of Group 1, 2, 3 & 5

<b>Assessment</b>	Final Exam	Mid-Term Exam	Subject-specific Assessment
<b>Weights</b>	40%	30%	30%

#### 2. Subjects of Group 4

<b>Assessment</b>	Final Exam	Mid-Term Exam	Subject-specific Assessment
<b>Weights</b>	40%	20%	40%

### 3. Visual Arts

<b>Assessment</b>	Theoretical Practice	Art Making Practice	Exhibition
<b>Weights</b>	30%	40%	30%

### 4. TOK

<b>Assessment</b>	Essay	Presentation	Subject-specific Assessment
<b>Weights</b>	40%	20%	40%

### 5. EE

<b>Assessment</b>	The latest EE Version
<b>Weights</b>	100%

### Term 2

#### 1. Subjects of Group 1, 2, 3, 4 & 5:

<b>Assessment</b>	Mock Exam	Subject-specific Assessment
<b>Weights</b>	80%	20%

#### 2. Visual Arts

<b>Assessment</b>	Exhibition
<b>Weights</b>	100%

#### 3. TOK and EE

The TOK grades for this term remain as for last term. EE grade is based on a students' EE final version.

**Note:**

1. During DP1 and DP2, the mid-term exam will be administrated collectively in the form of written exams for subjects in Group 3, 4 and 5. The mid-term exam of group 1 and 2 will not be conducted collectively, the form being chosen collectively by group meeting to be held by HODs (Head of Department). The subjects in group 3, 4 and 5 can apply for another form of mid-term exam in class when necessary.
2. The subject-specific assessment should be chosen strictly according to the course requirement released by IBO and should be chosen carefully based on a collective discussion held by the HOD within the subject group.
3. The final term exam will be organized officially following rules set by IBO for the May Global Exam.

#### IV. Make-up Exams & Early Exams for Special Circumstances

Students meeting the following requirements are eligible for a make-up exam or an early exam:

Requirement	Make-up or Early Exam	Grade
Scored no more than 3 points in the mid-term exam and final exam.	<p>A <b>make-up</b> exam will be conducted within 2 weeks after the mid-term exam.</p> <p>A <b>make-up</b> final exam will be conducted at the beginning of next term, before student attending classes.</p>	<p>The highest score is 4 out of 7 and the mark on the make-up exam paper should be the lower band of 4.</p> <p>The highest score between the original and make-up exam shall be adopted as the final score.</p>
Call of sick leave for the exam with a doctor's excuse.	A <b>make-up</b> exam will be conducted immediately when the student comes back to school, before attending classes.	The highest score is 100% of the total score on the make-up exam.
Call of leave for SAT, ACT, IELTS Speaking test, Summer School, Winter Camp, University interview	<b>1.</b> If the time for the listed activities is decided before the announcement of the school calendar, an <b>early</b> exam will be conducted.	<b>1.</b> The highest score is 100% of the total score on the early exam.

and etc.	The student who applies for an early exam must submit the document on which the registration time is shown.	
	<b>2.</b> If the time for the listed activities is decided after the announcement of the school calendar, <b>no early or make-up exam</b> will be conducted.	<b>2.</b> Zero.
Not attending school exams	<b>No make-up or early exam.</b>	Zero.

The solutions to other special circumstances not listed in the table above will be discussed within subject groups led by HODs and be affirmed by the coordinator. No make-up or early exam is conducted for subject specific assessments and Mock Examinations.

### V. Students' Attendance

In order to fulfill IBDP study requirements, students have to study at least 240 hours for HL courses and at least 150 hours for SL courses. According to the school calendar, students must guarantee 90% or above attendance rate of each subject to meet the course hour requirement. If the attendance rate of a subject is below 90%, the term grade of the subject will be affected as shown in the table below:

<b>Attendance rate of a subject</b>	<b>Term grade students are able to get for a subject</b>
90% or above	100% of term grade
80%-89%	90% of term grade
70%-79%	80% of term grade
60%-69%	70% of term grade
Below 60%	No grade (N/A). Student is suggested to repeat the course.

Attendance rate = number of periods attended / number of periods expected to attend

Any student who cannot attend classes to guarantee 60% of one subject due to sickness is requested to repeat the course. The Student's accomplishment of the course hour requirement has to be affirmed by the subject teacher and the coordinator.

Attendance rate will not be counted as an assessment component.

See more details on regulations of students' attendance in Attendance Policy of IB Program in Chengdu Shude High School.

## VI. Grading Scales

The school follows the International Baccalaureate 1 (low) - 7 (high) grade scales.

Grade	Descriptor
7	Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking. The student produces work of high quality.
6	Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student consistently demonstrates originality, insight, and analytical thinking.
5	Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality, insight, and analytical thinking.
4	General understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of analytical thinking.
3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully to normal situations with support.
2	Very limited achievement in terms of the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully to normal situations, even with support.
1	Minimal achievement in terms of the objectives.
N/A	Not Available.

When full mark of an assessment is 100, the conversion scale for each subject/level is summarized in the following table:

<b>IB Grade</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Subject</b>							
CHN HL	88	76	64	52	40	28	16
CHN SL/PDP	86	74	62	50	38	26	14
ENG B HL/SL	88	74	60	45	30	20	10
ENG B PDP	85	73	59	44	30	20	10
B&M HL	70	60	51	41	28	14	0
B&M SL	74	65	54	44	32	16	0
B&M PDP	80	71	60	50	38	22	0
ECON HL	78	65	55	45	28	15	0
ECON SL	75	66	52	42	28	14	0
ECON PDP	85	75	60	45	30	20	0
GEO SL/PDP	75	61	51	40	27	13	0
BIO HL/SL/PDP	81	71	56	46	31	16	0
CHEM HL/SL/PDP	80	70	60	50	40	30	20
PHY HL	76	66	56	46	33	20	0
PHY SL	75	65	55	45	33	20	0
PHY PDP	90	80	70	60	50	40	30
MATH HL/SL/PDP	80	65	55	45	30	15	0
VA HL	80	70	60	50	30	20	10
VA PDP	90	80	70	60	50	40	30
<b>Core courses</b>							
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>		
TOK	80	65	50	35	0		
EE	85	65	50	35	0		

## VII. Criteria for Promotion

Promotion from Year 10 to the IBDP Program, and successively from Year 11 to Year 12 will depend on a student meeting the requirements of the corresponding year.



In addition to the above, students wishing to pass into Year 12 will also need to have,

- Met all IB internal deadlines and submitted all work relevant to Year 11;
- Prepared a complete first draft of their Extended Essay for submission on due date at the beginning of Year 12.

A student who fails to meet the criteria for promotion may be asked, after due consultation,

- To re-sit specific assessments in order to earn the necessary grades to be promoted.
- To complete specific tasks (for example, completing unfinished class and/or homework assignments) in order to demonstrate the necessary competence to be promoted.

## VIII. Reporting

### 1. Procedures of Releasing Scores

After the administration of each officially-organized written exam, the subject teachers must finalize the score of each student and input the data into Managebac **within a week after the exam session finishes.**

Results on Managebac are automatically considered as finalized and scores confirmed **within a week** after the exam session finishes. The data will be locked and will be generated in the form of spreadsheets and the school reports by the coordinator. Scores will be sent to the study office to be archived and sent to the homeroom advisor for the parent's meeting.

We understand that once the score is released to the student, some enquiries on scoring or honest input errors on Managebac are possible. Therefore, subject teachers must confirm the scores before Managebac is locked.

The score of the early exam will not be released in advance, but in line with the previously established release date (see above). The scores for make-up exams will be released on the day after the exams. The updated scores will be reported to related parties separately.

### 2. Reporting to Students And Parents

Once the scores are input into Managebac, students are able to see their grades.

A school report with mid-term grades or term grades of a student will be generated from Managebac by the coordinator for parents every half term in parents' meetings.

### 3. Reporting to Universities

As one of the most significant documents in the student's application package to foreign universities, we highly value the equity, fairness and accuracy of the transcript.

A transcript with term grades will be sent to universities following requests. The time-frame for sending these grades is generally represented in the table below:

<b>Term grades</b>	<b>Time-frame for score sending</b>
<b>Pre-IB Term 1</b>	From September to December in DP2
<b>Pre-IB Term 2</b>	
<b>DP1 Term 1</b>	
<b>DP1 Term 2</b>	
<b>Mid-Term of DP2 Term 1</b>	Before December in DP2
<b>DP2 PG</b>	From September to December in DP2
<b>DP2 Term 1</b>	Before the end of term 1 of DP2
<b>DP2 Mock</b>	Before the end of March in DP2
<b>DP2 Term2</b>	At the end of May in DP2

### IX. Review of the Policy

The pedagogical leaders and the IBDP coordinator are responsible for ensuring that the policy is reviewed and revised annually.