**VAELS INTERNATIONAL SCHOOL, INJAMBAKKAM, CHENNAI - 115**

**SCHOOL ASSESSMENT POLICY**

The students will be expected to be on-time to class and fully prepared with all the appropriate materials for assessment activities.

If it is a formative assessment and if it warrants for submission of any required work—homework, class work, assignments and projects, etc.—the student will be expected to do so on time and with due diligence. The work needs to be presented neatly and appropriately, i.e. general written work should be completed in blue or black ink, and diagrams should be in pencil and/or coloured pencils.

The students will be given clear instructions for each piece of work, providing students with task specific clarification of relevant assessment criteria/rubrics

They will be provided adequate time to complete any given each assessment task.

The school calendar that has been shared with you has details of the long-term tests and terminal examinations, so please make sure your child does not miss any of them. The class tests which may be announced from time to time by the teachers are equally important, so ensure your child takes up all these tests too, failing which the overall performance of the child as reflected at the end of the term will be poor.

It is mandatory for the students to attend any kind of assessment that is conducted by the school - it could be a simple slip test/class test/unit test or terminal examination. Other than serving as a tool to measure learners’ understanding of the concepts, these tests and the performance of the students in them, come in handy to be submitted as evidence when we encounter situations like the current pandemic scenario where the school is required to provide school-assessed grades to the CISCE and Cambridge boards to mark them for grades 10 and 12 respectively.

Strict action will be taken against students who do not attend/take up assessments of any kind. In the event of an emergency the class teacher and principal should be informed with adequate evidence provided.

In the event of any kind of malpractice during the conduct of any form of assessment, the examination supervisor has the right to expel from the student from the examination room/assessment link and the answer script will not be assessed.

No additional time will be allowed for students arriving late or joining the google classroom late for any kind of assessment.

Students will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination.

No examination materials—examination papers, answer papers, rough working—may be taken out of the examination hall.

The pass mark for the students of ICSE/ISC will be 40% while for those of the IGCSE/AS/A level students it will be 50%. Failure to reach the pass percentage may warrant for withdrawal of registration for the board examinations.

The students will be given detailed feedback on their performance and a report card will be issued at the end of the terminal examinations. Please encourage your child to do the corrections as discussed by the teacher after correction of the answer scripts. It is mandatory for the parents to attend the parent-teacher meetings that will be organised to discuss your child’s performance without fail.