

IB SCHOOL 2988

School grading/assessment system

I General conditions

§ 1

The school fulfils the aims and tasks as specified by IBO and specified in the Education Act and regulations concerning the assessment based on it from 30/04/2007 (with later changes).

§ 2

The internal grading/assessment system is a tool for teachers to grade/assess and to recognize the progress and the level of students' educational achievements in relation to the educational requirements included in the educational programmes.

§ 3

The purpose of grading/assessing is :

1. to inform students about the level and progress of their educational achievements and behaviour.
2. to help students plan their development themselves.
3. to motivate.
4. to inform parents (guardians) and teachers about the students' progress, educational difficulties, behaviour and special abilities.
5. to enable teachers to improve their didactic and pedagogical methods.

§ 4

The grading/assessment includes:

1. informing students and parents (guardians) about the grading criteria in learning process.
2. detailed grading criteria and other issues concerning non-preparation for lessons.
3. the regular ongoing assessment.
4. the grading system.

§ 5

The hierarchy of values of the grading/assessment system includes:

- the ability to apply knowledge in new situations.
- the ability to apply knowledge in typical situations.
- the knowledge of facts and terms.
- the ability to work independently.
- the ability to cooperate.
- self-evaluation.
- perseverance.
- the ability to use the language of a subject.

§ 6

The assessment is divided into:

- current assessing/grading
- end of each semester grading
- final grades

Mark grid

Used during 2-year course

	Name of the grade	Numerical grade	Polish
1.	Excellent	6	Celujący
2.	Very good	5	Bardzo dobry
3.	Good	4	Dobry
4.	Satisfactory	3	Dostateczny
5.	Poor	2	Dopuszczający
6.	Failed	1	Niedostateczny

If the educational achievements are a little higher than the grade itself, it is possible to get a plus (+) with the grades 5,4,3,2,1 – which is half of the grade's value (it concerns only the current grading and the end of semester I grading).

Each subject has specific assessment criteria

At the end of course the students are assessed in accordance with IBO grading system.

	Name of the grade	Numerical grade
1.	Excellent	7
2.	Very good	6
3.	Good	5
4.	Satisfactory	4
5.	Mediocre	3
6.	Poor	2
7.	Failed	1

§ 7

1. A student can be assessed in the following ways:
 - teachers' written comments
 - teachers' verbal comments
2. A student can be graded at the beginning of a lesson or at the end of a lesson. The teacher has the right to assess students' progress after a part of material/programme. A student cannot get two 'failed' grades (1) during one lesson unit (it does not concern written tasks prepared earlier). The grade 'failed' (1) can be given for dishonest work.

II Ways and rules of informing students and parents (guardians) about the progress and achievements

§ 1

1. The grades are official for the students as well as for the parents (guardians).
2. The student is informed about the grade the moment the grade is being given.
3. If asked by a student or parents (guardians), the teacher should give reasons why the particular grade is being given to the student.
4. Parents (guardians) are informed about the current assessment at least twice a semester.
5. The dates of informing parents (guardians) about the students' progress is included in the schedule for each school year.
6. Parents (guardians) are informed about the grades during parents and teachers meetings.

§ 2

Teachers have an obligation to keep checked and graded tests till the end of the school year. Both the students and parents (guardians) have the right to have access to the tests.

§ 3

- Teachers have an obligation to inform students and their parents (guardians) about the predicted learning progress grades in the following way:
- before the end of the school year School Programme Board meeting, teachers inform students about all the predicted grades (not only about the predicted 'failed' grades):
 - a week before predicted positive grades
 - a month before predicted 'failed' grades

III Current Assessment

§ 1

Each school year is divided into two semesters.

§ 2

1. Forms and methods of assessment:
 - answering questions asked by the teacher
 - class participation
 - 1-2 hour tests based on longer topic
 - 1-hour test based on material from the last 2-3 lesson units
 - short tests based on the last lesson unit topic
 - achievements in Olympiads and competitions
 - long-term works – projects, essays, presentations, portfolio, etc.
 - papers, reports
 - group work

A part of students work is assessed by subject teacher and finally sent to IBO. It is finally part of final exam grade.

2. The rules concerning written forms of assessing students' progress:
 - written forms of assessing students' progress are 1-2 hour tests, 1hour tests, short tests
 - students can write only one long test a day
 - students do not have to be informed about the planned short tests (based on the last lesson unit topic)
3. Students have the right to be informed a week before the planned tests (based on the material from more than 3 lesson units) and three days before tests covering the material from 3 lesson units.
4. Teachers are obliged to return the written tasks and tests in two weeks time. If the teacher does not return the test in due time without reasonable justification, students have the right not to agree to write the unfavourable grade in the register and has the right to re-sit the test.
5. Forms of verbal ways of assessing students' learning progress:
students have the right to inform the teacher they are unprepared for the class once a semester (if there is only one hour of the class per week) and twice a semester (if there are at least two hours of the class per week).
6. If the student, due to the unfortunate circumstances, could not write the test it is their responsibility to do so another time (unless the teacher decides something else), agreed with the teacher, no later than two weeks after the test. In cases of unjustified absences the student is obliged to be prepared for the classes on the first day of his/her presence at school.
7. Students have the right to improve unfavourable grades for written tests (1-2 hour tests) covering larger parts of the educational programme. The subject

teacher defines the rules on how to improve unfavourable grades at the beginning of the school year.

§ 3

1. Students who begin their education in this school have the right to so called 'protecting period' which lasts two weeks. During this period students are not graded unfavourably. They can only get favourable grades.
2. Students have the right to rest during holiday breaks. It is not allowed to give them any homework for the time off school.

§ 4

1. Students' learning progress is assessed regularly. Students should be graded at least once a month
2. In cases of students' absences it is allowed to give fewer grades.
3. Detailed grading criteria and other issues concerning non-preparation for the lesson should be defined by the subject teacher.
4. It is not allowed to carry out any written tests a week before the end of semester I classification and a week before the end of the school year classification.

§ 5

Current assessment documentation:

- grades must be regularly written into the register
- grades for tests must be written in red or green colour
- at the bottom of the page subject teachers must write what kind of activities the grades are for

IV Semester and yearly assessment

§ 1

1. Students undergo the overall assessment twice a year.
2. The end of the school year overall assessment is the summary of the yearly achievements of the students.
3. At the end of course the students are assessed in accordance with IBO grading system. Predicted grades are sent to IBO.

§ 2

1. Semester and yearly grades are assigned by subject teachers, Teachers present the final assessment during the General Staff meeting at the end of the semester.

2. A student with unfavourable grades after the semester I should improve them according to the rules defined by the subject teachers.
3. To make up for 20% absence a student is obliged to take an extra test.