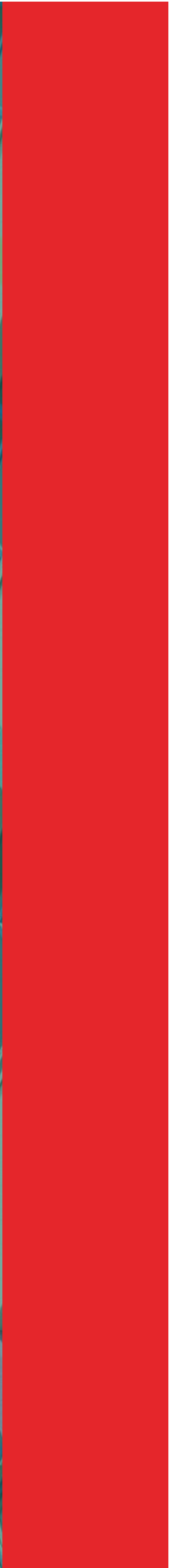


Passion for education



Internationales
Stiftungsgymnasium
MAGDEBURG

POLICY Assessment



Preface

The Internationales Stiftungsgymnasium (ISG) is dedicated to offering students a challenging and comprehensive education. A pivotal component of this educational approach is our rigorous assessment system, which assesses students' comprehension and mastery of subject matter and skills. This assessment policy delineates the objectives, types, weighting, grading, moderation, feedback, re-assessment, and the final diploma award for assessments within the German school system and the IB DP (International Baccalaureate Diploma Programme).

The primary aim of this policy is to ensure that assessments are equitable, dependable, and meaningful, serving as valuable tools for both students and educators. Moreover, it is designed to be adaptable and flexible, capable of meeting the evolving needs of our students and accommodating different educational programs. We also commit to a regular review and revision process, underscoring our commitment to continuous improvement in our assessment practices.

Procedures Implemented by The School

The primary objective of assessment at ISG is to facilitate student growth and learning. Our IB teachers employ a diverse array of tools and strategies to make well-informed decisions regarding student needs and progress. They diligently prepare students for both formative and summative assessments, the outcomes of which are consistently communicated to students and their parents. Furthermore, these assessment results serve as a means to gauge student learning and furnish feedback, both verbally and in written form. This ongoing communication ensures that students are cognizant of areas in which they can improve.

Our teachers at ISG are dedicated to self-reflection, regularly evaluating their own teaching methods. They utilize student feedback and assessment outcomes as valuable resources to adapt and refine their teaching approaches as necessary. A pivotal aspect we hold in high regard is that students actively engage in critical evaluation of their assessment scores and feedback. They employ these insights to foster meaningful discussions regarding their academic progress with peers, parents, and teachers.

To ensure the effectiveness of all assessments, ISG's IB teachers and coordinators place a strong emphasis on the following principles:

- **Maintaining a Balance Between Internal and External Assessments:** Ensuring a well-rounded evaluation, our approach combines both internal and external assessments, reducing dependency solely on teacher judgment.
- **Internal Assessments:** This category encompasses class tests, oral presentations, and laboratory work, collectively contributing to 20-50% of the final grade for each subject. Our internal assessments strictly adhere to the guidelines provided in subject-specific guides.
- **External Assessments:** Administered by external IB examiners, these assessments primarily consist of written exams, accounting for 50-80% of the final grade for each subject. External assessments rigorously follow subject-specific rules and guidelines.

- **Re-Assessments:** Students are offered the opportunity to re-assess previously failed internal assessments, contingent upon specific conditions.
- **Assessment Objectives:** Our assessments primarily aim to gauge students' comprehension, mastery of subject content and skills, and their ability to apply acquired knowledge.
- **Diverse Range of Assessment Types:** To holistically evaluate student learning, we employ a variety of assessment methods, including written exams, oral exams, essays, projects, and practical work.
- **Clear and Consistent Evaluation Criteria:** We implement well-defined assessment criteria consistently applied to all students, ensuring fairness and objectivity.
- **Transparency and Equity:** Our assessment process is transparent, providing clear explanations of how student performance is evaluated and how grades are determined.
- **Regular Feedback:** Students receive ongoing feedback through both oral and written channels, rubrics, and peer feedback, fostering continuous improvement.
- **Assessment Variety:** Our assessment methods cater to different learning styles, ensuring inclusivity.
- **Encouraging Self-Reflection:** We promote student self-reflection on their learning journey through one-on-one discussions, peer interactions, and online evaluations.
- **Fostering Collaboration:** Collaboration among students is encouraged to develop teamwork, effective communication, and problem-solving skills.
- **Transparent Communication:** We maintain consistent and transparent communication with students and parents regarding assessment policies and procedures.
- **Ethical Conduct:** Adhering to a well-defined policy on academic honesty and plagiarism, we outline clear consequences for violations.
- **Strategic Scheduling:** Our assessment schedule is well-planned, allowing students ample preparation time and minimizing scheduling conflicts.
- **Consistency Through Moderation:** Both the IB and the school conduct regular moderation of internal assessments to ensure fairness and uniformity.
- **Accommodating Special Needs:** We provide necessary accommodations for students with special needs, in accordance with the ISG's Inclusion Policy.

- **Thoughtful Assessment Frequency:** Teachers have autonomy in determining the frequency of assessments while ensuring a minimum number of grades per semester.
- **Comprehensive Content in Assessments:** Our assessments encompass three levels: the recall of facts, independent application of previously acquired knowledge, and the transfer of knowledge to new, unfamiliar problems.
- **Timely Assessment Scheduling:** Exams for the German Abitur and the DP typically take place in May of the student's second year, with flexibility for adjustments when necessary.
- **Transparent Reporting:** Grades are reported to students and recorded in the school's database, accessible to faculty, students, and parents at all times.
- **Effective Utilization of Assessment Data:** We leverage assessment data for reteaching, providing improvement recommendations, and supporting students performing below or above expectations.
- **Meticulous Record Keeping:** We ensure accurate record keeping of all assessments and grades, complete with robust backup procedures to safeguard data.
- **Grading:** Grades for the German diploma are awarded on a scale from 0-15 points, which translate to F-A+ or 6 to 1+ respectively, on the following scale:

Points/ Grade Earned	Percentage Required
15	≥95
14	≥90
13	≥85
12	≥80
11	≥75
10	≥70
9	≥65
8	≥60
7	≥55
6	≥50
5	≥45
4	≥40
3	≥33
2	≥27
1	≥20
0	≤19

Grades for the DP are awarded on a scale of 1-7, with 7 being the highest.

- **Weighting:**
 - Internal assessments account for 60% of the total assessment weight.
 - External assessments constitute 40% of the total assessment weight.
- **Final Diploma Award:**
 - The final diploma award is determined based on the cumulative points earned from all examinations.
 - To be eligible for the IB DP, students must attain a minimum of 24 points.
 - Out of the total 24 points, 12 must be obtained from Higher Level (HL) exams, while 9 should come from Standard Level (SL) exams.
 - The remaining 3 points can be earned through successful completion of the three fundamental components of the DP core: CAS (Creativity, Activity, Service), TOK (Theory of Knowledge), and the EE (Extended Essay).
 - Candidates are ineligible for the award if they receive a score of 1, 2, or more than 2s, or 3, or more than 3s on any of the exams.
- **Continous Enhancement:** We regularly conduct reviews and updates of our assessment policy to ensure that it maintains fairness, effectiveness, and relevance to meet the evolving needs of all students.

Standardization of Assessment

Standardized Assessment Criteria

Our school employs clear and uniform criteria for evaluating student work, consistently applied by all teachers.

In-House Training

Our teachers are familiar with the assessment criteria and procedures as regular in-house meetings are conducted.

Moderation and Peer Review

Within individual subject departments, colleagues continually review and cross-adjust shared standards.

Regular Review and Updating

Our Assessment Policy undergoes ongoing evaluation and updates to ensure alignment with current educational standards and the needs of our student body.

Communication

Our teachers are well-informed about the guidelines and procedures for standardizing student assessment and are always open to questions or concerns on this matter.

Our school actively strives for the establishment of fair and consistent assessment practices in evaluating student performance, and these measures are already an integral part of our school policy.

Creation of This Policy

This policy was collaboratively developed by the Diploma Programme Coordinator, DP teachers, and was approved by the Head of School.

The policy is reviewed and updated annually by the DP Coordinator at the start of each school year.

The policy is communicated effectively to students, their parents, and the Department of Education through various channels such as the school website, parent-student meetings, the school library, school presentations, and email correspondence.