



## Brookes Moscow School Policy

### ASSESSMENT AND REPORTING POLICY

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#### 1.0 PURPOSE

To give clear outlines on the aims, nature and management of assessment and reporting approaches used at Brookes Moscow. This policy is designed to best support student learning in line with the school's and International Baccalaureate assessment and reporting guidelines.

#### 2.0 SCOPE

The policy applies to all students from nursery to Year 13.

#### 3.0 POLICY STATEMENT

##### Lower School

Primary Years Programme (PYP) teachers need to select assessment strategies and design assessment instruments to reflect clearly the particular learning outcomes on which they intend to report. Rubrics, exemplars, anecdotal records, checklists, portfolios and the PYP Exhibition are used to record students' responses and performances.

##### Upper School

In the Middle Years Programme (MYP) and Diploma Programme (DP), all assessment is criterion-related; however, the two programmes use distinct schemes and subject specific criteria. Grade boundaries are applied to determine the final level out of 7. Internal and external assessment is a feature of both the DP and the MYP. All internal assessment should be designed to be formative in nature for the student and summative where appropriate.

##### Whole school

- Feedback to students should be prompt and supportive.
- Full, written academic reports are issued for all students at the end of the first and third terms, with the exception of students in Year 13. Parent-teacher conferences are organized twice a year. Parents can monitor their children's progress throughout the school year via the online learning platform ManageBac.
- Teachers must refer to the school's Academic Honesty Policy for any case of suspected malpractice.



## 4.0 RESPONSIBILITIES

### 4.1 Compliance, monitoring and review

The Head of School is responsible for assessment in the whole school. Class teachers are responsible for the assessment of children in their care. Heads of departments are responsible for monitoring assessment within their departments.

### 4.2 Reporting

- The policy is available to the school community on the school's website and on ManageBac.
- This policy will be monitored by the Deputy Head of School who reports to the Head of School.

## 5.0 DEFINITIONS

- i) Assessment: Ways of identifying what students know, understand, can do and value at different stages in the teaching and learning process.
- ii) Reporting: How the information on student progress is communicated.

## 6.0 RELATED LEGISLATION AND DOCUMENTS

The assessment, recording and reporting of student progress at Brookes Moscow reflect IB philosophy, as per the IB Programme [Standard C](#).

## 7.0 APPROVAL AND REVIEW DETAILS

Approval Authority: The Head of School

Administrator: The Deputy Head of School

Review date: May 2020

## 8.0 APPENDIX

Relevant and linked documentation:

- *Assessment principles and practices – Quality assessment in a digital age*
- *Assessment in the PYP: Annotated samples*
- *Middle Years Programme Assessment procedures*
- *Diploma Programme Assessment procedures*
- Brookes Moscow Curriculum policy
- Brookes Moscow Academic Honesty policy