



Assessment Guidelines



MARKS:

Discuss methods of assessment with your Head of Department. Marks should be given to the nearest whole number i.e. if your calculations give a child 55.3% or 54.5% then 55% is recorded.

If a child is absent from a test and a make-up test is not given, then “absent” is noted. This test is not included in the total mark at the end of term. If a child is at school and deliberately absents him/herself from a test without a REASONABLE explanation, then ‘0’ is given. There MUST be a valid explanation for every “0” awarded to a student. When in doubt, consult with your Head of Department.

REPORTS:

Reports are completed at the end of each term using the AbusStar programme. Subject teachers are required to enter the marks. At the end of Term Three, term and examination results must be recorded. Form Teachers are responsible for ensuring that subject teachers enter their comments on each child’s report. When a subject teacher is absent at the end of the term and unavailable to sign the report their Head of Department should be asked to comment or initial the subject line.