



مدرسة الروابي الإعدادية والثانوية
Al Rawabi Middle & High School

Assessment Policy

Middle & High School

Grade 6 - 12

This policy shall be shared with all stakeholders at the beginning of the school year and reviewed every year.

Updated 2024

www.alrawabi.edu.bh

Introduction

The assessment of students' achievement represents an integral part of the school curriculum. Assessment is connected to the school's philosophy and educational goals. It is also connected to the professional development of staff and is integrated into a well-designed and documented process. The overall goal of that process is the quality assurance and rigorousness of students' performance, and thus reliable achievement data to inform improvement of teaching and learning and the students' academic achievement.

1. Grading System

The school follows a unified assessment system in all subject areas for grades 6 through 12 except for 11 & 12 IBDP students as indicated below:

1.1- Grading system for grades 6 – 12 except IBDP students

1.1.1- **Core Subjects** distribution of marks per term:

Students' grades are calculated out of 100 in each term as follows:

Continuous Assessment (65%)			Final Exam
Tests	Class Work	Project	
20%	30%	15%	35%

Class Work (30%)

Quizzes	Student Portfolio	Social Emotional Learning	Notebooks/ Google Classroom
7%	8%	8%	7%

1.1.2- Support Subjects distribution of marks per term:*

Students' grades are calculated out of 100 in each term as follows:

Continuous Assessment (100%)		
Tests – Quizzes	Class Work	Project – Tasks
30%	45%	25%

- * Support Subjects: - PE, Social, Citizenship & Religion for all grades
 - Life skills, MAM, for Middle School
 - Art & History for Grade 6 – 9
 - Economics for Grade 9 only

Class Work (45%)

Student Portfolio	Social Emotional Learning	Notebooks/Google Classroom
15%	10%	20%

1.2- Grading system for Grades 11 and 12 IBDP

Students' grades in the Diploma Program are calculated **out of 100** in each term as follows:

1.2.1. Core Subjects distribution of marks per term

Continuous Assessment (65%)		Final Exam
Class Work	IB Tasks	
20%	45%	35%

Class Work (20%)

Engagement	Presentation Skills	Notebooks/Google Classroom
5%	10%	5%



The IBDP Tasks Grade **(45 marks)** is assigned as follows for grades 11 and 12 in each term

Subject		Component	Grade
Language and Literature (English A and Arabic A)		Monthly Test	20
		Text Analysis	15
		Oral Presentation	10
Language Acquisition (English B and Arabic B)		Monthly test	20
		Written Assignments	10
		Individual Orals	15
Individual and Societies (Economics and Business)		Monthly test	20
		Project & Practical	25
Sciences (Biology, Physics, Chemistry)		Monthly test	20
		Projects	10
		Lab works	15
Computer Science		Monthly test	20
		Projects	25
Mathematics (Math Analysis and Approaches)		Monthly test	20
		Projects	15
		Home assignment	10
Visual Arts			
Grade 11	Term 1	Process Portfolio 1	20
		Process Portfolio 1	20
		Exhibition	5
	Term 2	Process Portfolio 1	20
		Process Portfolio 2	15
		Exhibition	10
	Term 3	Comparative Study	20
		Process Portfolio 1	15
		Exhibition	10
Grade 12	Term 1	Comparative Study	30
		Exhibition	15
	Term 2	Comparative Study	10
		Process Portfolio 1	30
	Term 3	Exhibition	45

1.2.2. Support Subjects distribution of marks per term:*

Students' grades are calculated out of 100 in each term as follows:

Continuous Assessment (100%)		
Tests – Quizzes	Class Work	Project – Tasks
30%	45%	25%

* Support Subjects: - PE, Social, Citizenship & Religion

Class Work (45%)

Student Portfolio	Social Emotional Learning	Notebooks/Google Classroom
15%	10%	20%

1.3- Curve up system for IGCSE & IBDP students

For grades 9-10 IGCSE & 11-12 IBDP students, the curve-up is applied for the end-of-term exam and the monthly tests. Marks are curved as follows:

The procedure of this approach is summarized below:

1. Determine the median of the data
2. Find the average of the median and lowest mark
3. The average of the median and lowest mark is considered as benchmark to be used in the equation below:

$$\text{Final Exam curved Mark} = \frac{\text{Raw mark}}{\text{Benchmark}} \times 35$$

$$\text{Monthly tests curved mark} = \frac{\text{Raw mark}}{\text{Benchmark}} \times 20$$

2. Report cards

A report card is issued and published to students at the end of each term in addition to an End-of-Term report.

2.1. Report cards components

- The **End-of-Term** report card contains:

Term I		Term II		Term III	
Component	Score	Component	Score	Component	Score
Continuous Assessment (CA)	65%	Continuous Assessment (CA)	65%	Continuous Assessment (CA)	65%
Final Exam (FE)	35%	Final Exam (FE)	35%	Final Exam (FE)	35%
Total	100%	Total	100%	Total	100%
Letter Grade	A B C D F	Letter Grade	A B C D F	Letter Grade	A B C D F

- The **End-of-Year** report card contains:

Continuous Assessment Average (65)	Final Exam Average (35)	Total (100)
Average of the three terms CA marks	Average of the three terms FE marks	Avg CA + Avg FE

N.B:

- IGCSE students receive an additional certificate reflecting their performance in the IGCSE board exams issued by Cambridge International Examination.
- IBDP students receive an additional certificate/Diploma reflecting their performance in the IBDP board exams issued by IBDP office.

2.2. Rounding Rules:

The final average will be rounded up to 0.5 or 1 according to the following rules:

- If the decimal is between (.01) up to (.49) it will be rounded to (.5)

Example;

If a student's average grade is 89.12, it will be rounded to 89.50.

- If the decimal is exactly (.50) it remains (.5)
- If the decimal is between (.51) up to (.99) it will be rounded to (1)

Example;

If a student's average grade is 89.52, it will be rounded to 90.00

2.3. Grade Point Equivalents:

Score Band	97-100	93-96.5	90-92.5	87-89.5	83-86.5	80-82.5	77-79.5	73-76.5	70-72.5	67-69.5	63-66.5	60-62.5	0-59.5
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade Points	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

3. The Credit System & GPA

Credits are assigned according to the number of periods taken in each subject as shown in the table below:

Number of Periods	6 - 4	2 - 3	1
Assigned Credit	1	0.5	0.25

3.1. Subjects & Credits: Grades 6-8

Subject	Number of Periods	Credit
Arabic	4	1.0
English	5	1.0
Math	5	1.0
Science	5	1.0
Computer Science	3	0.50
History	1	0.25
Mental Abacus Magic (MAM)	1	0.25
Art	1	0.25
Religion	1	0.25
Social Studies & Citizenship	1	0.25
Life Skills	1	0.25
Physical Education	2	0.50
<i>Periods/Week</i>	30	6.50

3.2. Subjects & Credits: Grade 9 IGCSE

Subject	Number of Periods	Credit
Arabic	4	1.0
English	4	1.0
Math	4	1.0
Physics	3	0.50
Biology	3	0.50
Chemistry	3	0.50
Computer Science	2	0.50
Visual Art / Economics*	2	0.50
Business Studies	2	0.50
Religion	1	0.25
Social Studies/ Citizenship**	1	0.25
Physical Education	1	0.25
<i>Periods/Week</i>	30	6.75

* Upon students' choice

** Social Studies for Gr10: Term I & first half of Term II

** Citizenship for Gr10: second half of Term II & Term III

3.3. Subjects & Credits: Grade 9 Non-IGCSE

Subject	Number of Periods	Credit
<i>Arabic</i>	4	1.0
<i>English</i>	5	1.0
<i>Math</i>	4	1.0
<i>Physics</i>	2	0.50
<i>Biology</i>	2	0.50
<i>Chemistry</i>	2	0.50
<i>Computer Science</i>	2	0.50
<i>Visual Arts</i>	1	0.25
<i>Economics</i>	1	0.25
<i>World History</i>	1	0.25
<i>Religion</i>	1	0.25
<i>Social Studies/ Citizenship*</i>	1	0.25
<i>Physical Education</i>	2	0.50
<i>Study Hall**</i>	2	-
Periods/Week	30	6.75

*Social Studies for Gr10: Term I & first half of Term II

* Citizenship for Gr10: second half of Term II & Term III

**Study Hall is allocated to counselling, enrichment and homeroom periods

3.4. Subjects & Credits: Grade 10 IGCSE & Non-IGCSE

Subject	Number of Periods	Credit
<i>Arabic</i>	4	1.0
<i>English</i>	4	1.0
<i>Math</i>	4	1.0
<i>Chemistry*</i>	4*	1.0
<i>Computer Science*</i>	4*	1.0
<i>Business Studies*</i>	4*	1.0
<i>Biology*</i>	4*	1.0
<i>Physics*</i>	4*	1.0
<i>Visual Art*</i>	4*	1.0
<i>Economics*</i>	4*	1.0
<i>Religion</i>	1	0.25
<i>Social Studies/Citizenship</i>	1	0.25
<i>Physical Education</i>	2	0.25
<i>Study Hall**</i>	2	-
Periods/Week	30	6.75

* Students can choose any three of the available subjects.

**Study Hall is allocated to counselling, enrichment and homeroom periods

3.5. Subjects & Credits: Grade 11 & Grade 12 Non-IBDP

Subject	Number of Periods	Credit
Arabic	4	1.0
English	4	1.0
Math	4	1.0
Business & Management/ Environmental Science*	4	1.0
Chemistry/Computer Science*	4	1.0
Biology/Physics/Visual Art/Economics*	4	1.0
Social Studies/Citizenship	1	0.25
Religion	1	0.25
Physical Education	2	0.25
Study Hall**	2	-
Periods/Week	30	6.75

*Upon students' choice

**Study Hall is allocated to counselling, enrichment and homeroom periods

G11: Term I - first half of Term II – Religion & Social Studies / Second half of Term II – Term III Religion & Citizenship.

G12: Term I – Religion & Social Studies / Term II – only Citizenship

G12: will have 2 Citizenship periods in Term II replacing religion & Social Studies

3.6. Subjects & Credits: Grade 11 & Grade 12 IBDP

Subject	Number of Periods	Credit
Arabic	4	1.0
English	4	1.0
Math	4	1.0
Business & Management	4	1.0
Biology /Physics / Economics*	4	1.0
Chemistry/Computer Science/Visual Art*	4	1.0
Social Science / Citizenship	1	0.25
Theory of Knowledge	2	NA
Religion	1	0.25
Physical Education	1	0.25
Study Hall	1	-
Periods/Week	30	6.75

*Upon students' choice

- Extra classes are given to all core subjects on a weekly basis.

3.7. GPA Calculation (Grade 9 – 12):

- Each subject is given a weighted GPA based on the number of periods (credits) and the equivalent grade point (Refer to table 2.3 Grade Point Equivalents)
- The overall GPA of the grade level is calculated by dividing the total weighted GPAs ÷ The total number of credits.
- The Cumulative GPA is calculated based on grade 9, 10, 11, 12 as follows:

Cumulative High School GPA		Total credit
Cumulative GPA based on G9, G10, G11 & G12	$\frac{(G9 \text{ GPA} \times 6.75) + (G10 \text{ GPA} \times 6.75) + (G11 \text{ GPA} \times 6.75) + (G12 \text{ GPA} \times 6.75)}{(6.75 + 6.75 + 6.75 + 6.75)}$	27
Cumulative GPA based on G10, G11 & G12	$\frac{(G10 \text{ GPA} \times 6.75) + (G11 \text{ GPA} \times 6.75) + (G12 \text{ GPA} \times 6.75)}{(6.75 + 6.75 + 6.75)}$	20.25

4. Pass, Fail, Re-sit & promotion Policies

The End-of-Year result determines the students' academic progression: to be promoted to the following grade level or to repeat the grade level.

Result	Progression
<ul style="list-style-type: none"> • Success in all subjects 	➤ Pass and promoted to the following grade level.
<ul style="list-style-type: none"> • Failure in 1 or more core subjects 	➤ Take Re-sit exams

4.1. Pass & Failure Policy

- **In all grade levels**, the passing grade is 60 out of 100.
- At the end of the year, the student should get the passing grade in **each** subject, after calculating the average of the three term marks.
- The students who fail in one or more **core** subjects have to take the Re-sit exam at the end of the school year (**June**).

N.B: The policy on Academic Honesty will be applied to address any consequences related to malpractices.

4.2. Re-sit Policy

- The Re-sit exams are conducted at the end of the academic year based on the average grade of the three terms (The End-of-Year Result).
- The table below indicates the type of exams and the portions to be studied

Failure / Term	Type of exam taken
● Failure in the first term	➤ First term final exam portion
● Failure in the second term	➤ Second term final exam portion
● Failure in the third term	➤ Third term final exam portion
● Failure in 2 or 3 terms	➤ Terms final exam portions

- **N.B:**

- 1- The highest achievable score for the students in the re-sit exam is 80% of the final exam mark, which is equivalent to 28 out of 35.
- 2- Students will not be promoted to the following grade level if they do not pass all the Re-sit exams.

5. Recognition & Awards

- At the end of terms 1& 2 students' academic achievement is recognized and awarded as follows:
 - **"Distinction Award"** is assigned to the students who have scored an **overall score** of 90 to 96.50.
 - **"High Distinction Award"** is assigned to the students who have scored an **overall score** of 97 and above.

Good behavior & regular attendance are **PREREQUISITES** for being awarded.



6. Maximum Absence Rate

6.1. Grades 6, 7, 8

Subject	Number of Periods	Total Credit Hours	Minimum Attended Hours	Maximum Absence Hours	Maximum Absence Rate
Arabic	4	144	122	22	15%
English	5	180	153	27	
Math	5	180	153	27	
Science	5	180	153	27	
Computer Science	3	108	92	16	
History	1	36	31	5	
MAM	1	36	31	5	
Art	1	36	31	5	
Religion	1	36	31	5	
Social Studies & Citizenship	1	36	31	5	
Life Skills	1	36	31	5	
Physical Education	2	72	61	11	
Periods/Week	30	<i>Educational measures shall be taken upon nearing the maximum absence rate</i>			

6.2. Grades 9 & 10:

Subject	Grade 9	Grade 10	Total Credit Hours		Minimum Attended Hours		Maximum Absence Hours		Maximum Absence Rate
	Number of Periods								
Arabic	4	4	144		122		22		15%
English	5	4	180	144	153	122	27	22	
Math	4	4	144		122		22		
Physics	2	4*	72	144	61	122	11	22	
Biology	2	4*	72	144	61	122	11	22	
Chemistry	2	4*	72	144	61	122	11	22	
Computer Science	2	4*	72	144	61	122	11	22	
Visual Arts	1	4*	36	144	31	122	5	22	
Economics	1	4*	36	144	31	122	5	22	
World History	1	-	36	-	31	-	5	-	
Business	-	4	144		122		22		
Religion	1	1	36		31		5		
Social Studies/Citizenship	1	1	36		31		5		
Physical Education	2	2	72		61		11		
Study Hall	2	2	-		-		-		
Periods/Week	30	30	<i>Educational measures shall be taken upon nearing the maximum absence rate</i>						

**For the IG students, the number of credit hours is approximately 130 per subject.

*Grade 10 students select three subjects only



6.3. Grades 11 & 12:

Subject	Number of Periods	Total Credit Hours	Minimum Attended Hours	Maximum Absence Hours	Maximum Absence Rate
<i>Arabic</i>	4	144	122	22	15%
<i>English</i>	4	144	122	22	
<i>Math</i>	4	144	122	22	
<i>Business & Management/ Environmental. Science*</i>	4	144	122	22	
<i>Biology/Physics/ Economics/Visual Art</i>	4	144	122	22	
<i>Chemistry/Computer Science*</i>	4	144	122	22	
<i>Social Studies/Citizenship</i>	1	36	31	5	
<i>Religion</i>	1	36	31	5	
<i>Physical Education</i>	2	72	61	11	
<i>Study Hall</i>	2	-	-	-	
Periods/Week	30	<small>** Educational measures shall be taken upon nearing the maximum absence rate</small>			

For the IB students, the number of credit hours is **150 for SL subjects and 240 for HL subjects

* Students can choose any three of the available subjects.

6.4. Educational measures Against Absence

S	Absence rate	Measures
1	5%	Notification & Attendance report to parents + Phone call by counsellors.
2	10%	Notification & Attendance report to parents + meeting with parent & student with assistant principal and counsellors + signed undertaking
3	14%	Student Concern Meeting (parent, assistant principal & counsellors); Last warning.
4	15%	Subject(s) credit lost