



INDIAN SCHOOL

RAS AL KHAIMAH

Examination and Evaluation Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	Abdullah Kutty
Role	Principal
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Signature	



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Assessment System

The Examination and Evaluation Policy in school for the academic year 2023/2024 addresses the following items:

1. The Performance Assessment System depends on the following types of assessment:(diagnostic, Formative, Periodic, Term) according to Grade and Cycle.
2. Grades KG to 12 students sit a school based diagnostic assessment in all subjects based on the specific table of specification
3. Grades KG to 12 students sit a Periodic Test in all subjects having a weight of the student's total score and shall be implemented by the teacher.
4. Formative assessment shall be applied to all subjects in the two terms for Grades 1 to 12, having a weight of the student's total score, and shall be implemented by the teacher.
5. Grades KG to 12 students sit two times Term examination in all subjects having a weight of the student's total score

Sl no	Grade	Assessment	Weightage to Final Result
1	KG	5 cycles	20% for each Cycle
2	1, 2, 3, 4 and 5	Periodic Test 1	25% in internal Assessment 1
		Term 1	50 %
		Periodic Test 2	25% in internal Assessment 2
		Term 2	50 %
3	6	Periodic Test 1	25% in internal Assessment 1
		Term 1	40 %
		Periodic Test 2	25% in internal Assessment 2
		Term 2	60 %
4	7	Periodic Test 1	25% in internal Assessment 1
		Term 1	30 %
		Periodic Test 2	25% in internal Assessment 2
		Term 2	70 %
5	8	Periodic Test 1	25% in internal Assessment 1
		Term 1	20 %
		Periodic Test 2	25% in internal Assessment 2
		Term 2	80 %
6	9,10,11,12	Periodic Test 1/Unit Test 1	25% in internal Assessment 1
		Term 1	-
		Periodic Test 2/Unit Test 2	25% in internal Assessment 2
		Term 2	100 % Full portion included

Examination Planner

Grade	Month	Examination
KG-12	APRIL	BASE LINE TEST
KG	MAY	CYCLE 1
1-12	JUNE	PERIODIC TEST 1/UNIT TEST 1
KG	SEPTEMBER	CYCLE 2
1-12	SEPTEMBER	TERM 1
KG	OCTOBER	CYCLE 3
1-12	NOVEMBER	PERIODIC TEST 2/UNIT TEST 2
1-12	JANUARY	CYCLE 4
KG to 12	FEBRUARY -MARCH	ANNUAL EXAM
KG	MARCH	CYCLE 5

Subject Classification

Grade	Group	Subjects
KG	A	ARABIC ,UAE
	B	LITERACY , NUMERACY, UNDERSTANDING THE WORLD
1-3	A	ARABIC ,UAE,ISLAMIC STUDIES/LIFE SKILLS
	B	ENGLISH, MATHEMATICS, SCIENCE, SECOND LANGUAGE,COMPUTER SCIENCE
4-8	A	ARABIC ,UAE,ISLAMIC STUDIES/LIFE SKILLS
	B	ENGLISH, MATHEMATICS, SCIENCE, SOCIAL SCIENCE ,SECOND LANGUAGE,COMPUTER SCIENCE
9-10	A	ARABIC ,UAE,ISLAMIC STUDIES/LIFE SKILLS
	B	ENGLISH, MATHEMATICS, SCIENCE, SOCIAL SCIENCE ,SECOND LANGUAGE,INFORMATION TECHNOLOGY.
11-12 SCIENCE	A	ARABIC ,ISLAMIC STUDIES/LIFE SKILLS
	B	ENGLISH, MATHEMATICS, PHYSICS,CHEMISTRY,BIOLOGY,COMPUTER SCIENCE,PHYSICAL EDUCATION,WEB TECHNOLOGY,GENERAL STUDIES,MSCS
11-12 COMMERCE	A	ARABIC ,ISLAMIC STUDIES/LIFE SKILLS
	B	ENGLISH, MATHEMATICS, BUSINESS ,ACCOUNTANCY ,ECONOMICS,COMPUTER SCIENCE,PHYSICAL EDUCATION,WEB TECHNOLOGY,GENERAL STUDIES,MSCS



Tests and Exams Types

1. Diagnostic Test

Directions:

- It is administered for Grades (KG to 12) students.
- The diagnostic test is based on special Table of Specification
- It includes all subjects
- Administration time is the second and third week of students' starting date.
- Test time is one period with flexibility.
- It is administered electronically or paper/ oral
- It is implemented with continued teaching during the school day according to the school schedule.
- Its mark is not counted in the student's total score of the school year.
- The teacher analyses the tests' results to determine the skills acquired and missed by a student.
- The diagnostic test results' analysis is used in individual and group remedial programmed preparation.

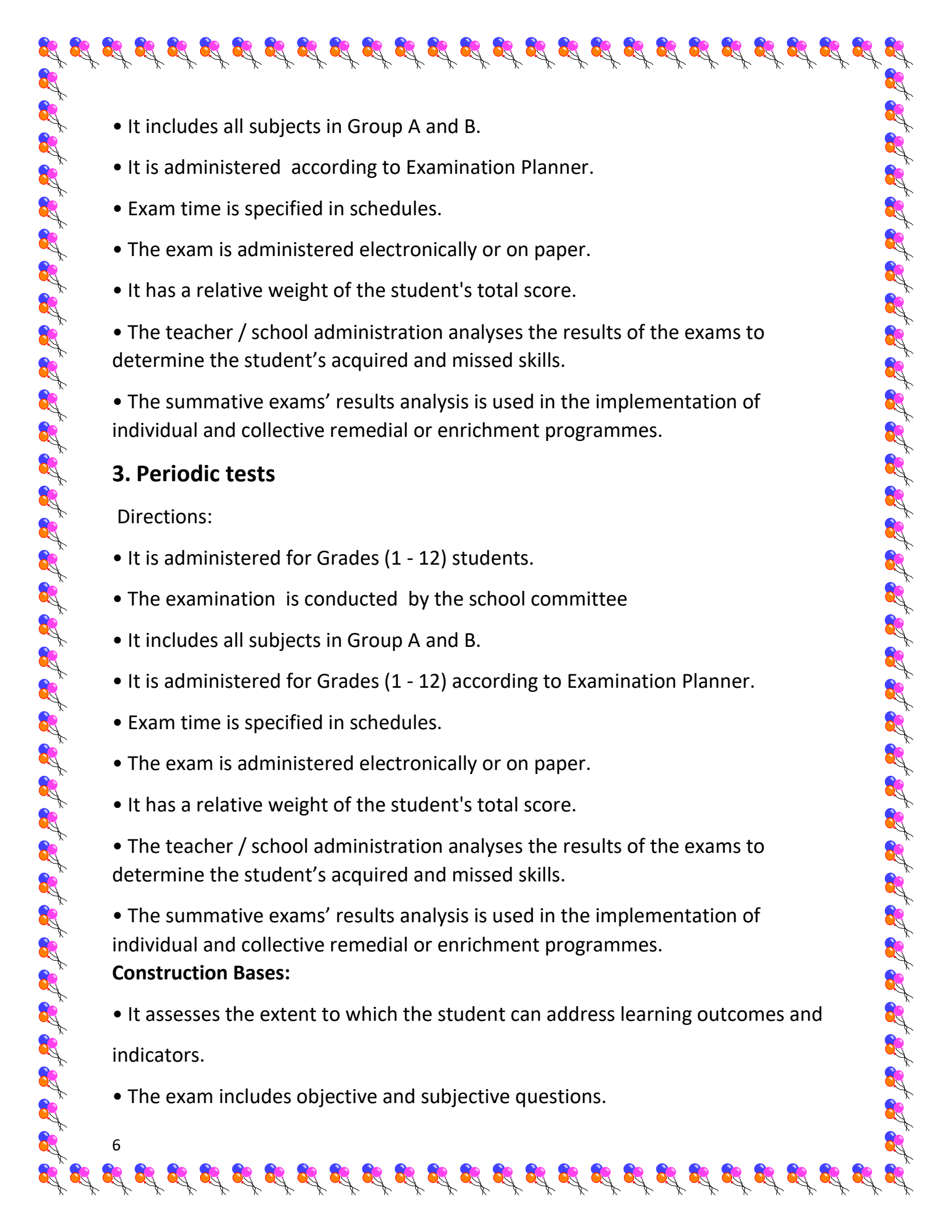
Construction Bases:

- It assesses the extent to which the student has mastered the basic skills s/he has undergone.
- The number of test items is 20 maxima.
- Equivalent test versions are prepared.

2. Cycle tests

Directions:

- It is administered for KG students.
- The examination is conducted by the school committee

- 
- It includes all subjects in Group A and B.
 - It is administered according to Examination Planner.
 - Exam time is specified in schedules.
 - The exam is administered electronically or on paper.
 - It has a relative weight of the student's total score.
 - The teacher / school administration analyses the results of the exams to determine the student's acquired and missed skills.
 - The summative exams' results analysis is used in the implementation of individual and collective remedial or enrichment programmes.

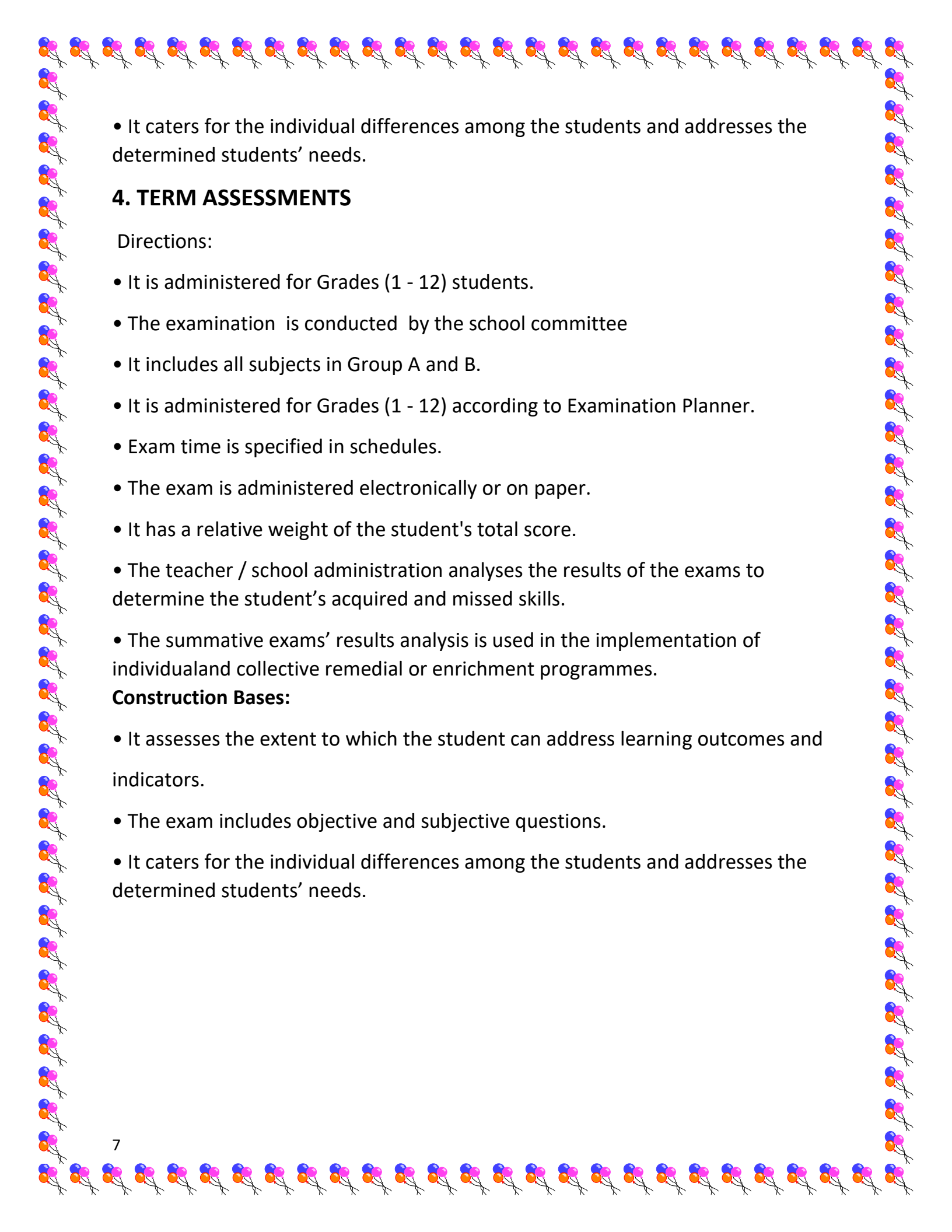
3. Periodic tests

Directions:

- It is administered for Grades (1 - 12) students.
- The examination is conducted by the school committee
- It includes all subjects in Group A and B.
- It is administered for Grades (1 - 12) according to Examination Planner.
- Exam time is specified in schedules.
- The exam is administered electronically or on paper.
- It has a relative weight of the student's total score.
- The teacher / school administration analyses the results of the exams to determine the student's acquired and missed skills.
- The summative exams' results analysis is used in the implementation of individual and collective remedial or enrichment programmes.

Construction Bases:

- It assesses the extent to which the student can address learning outcomes and indicators.
- The exam includes objective and subjective questions.

- 
- It caters for the individual differences among the students and addresses the determined students' needs.

4. TERM ASSESSMENTS

Directions:

- It is administered for Grades (1 - 12) students.
- The examination is conducted by the school committee
- It includes all subjects in Group A and B.
- It is administered for Grades (1 - 12) according to Examination Planner.
- Exam time is specified in schedules.
- The exam is administered electronically or on paper.
- It has a relative weight of the student's total score.
- The teacher / school administration analyses the results of the exams to determine the student's acquired and missed skills.
- The summative exams' results analysis is used in the implementation of individual and collective remedial or enrichment programmes.

Construction Bases:

- It assesses the extent to which the student can address learning outcomes and indicators.
- The exam includes objective and subjective questions.
- It caters for the individual differences among the students and addresses the determined students' needs.



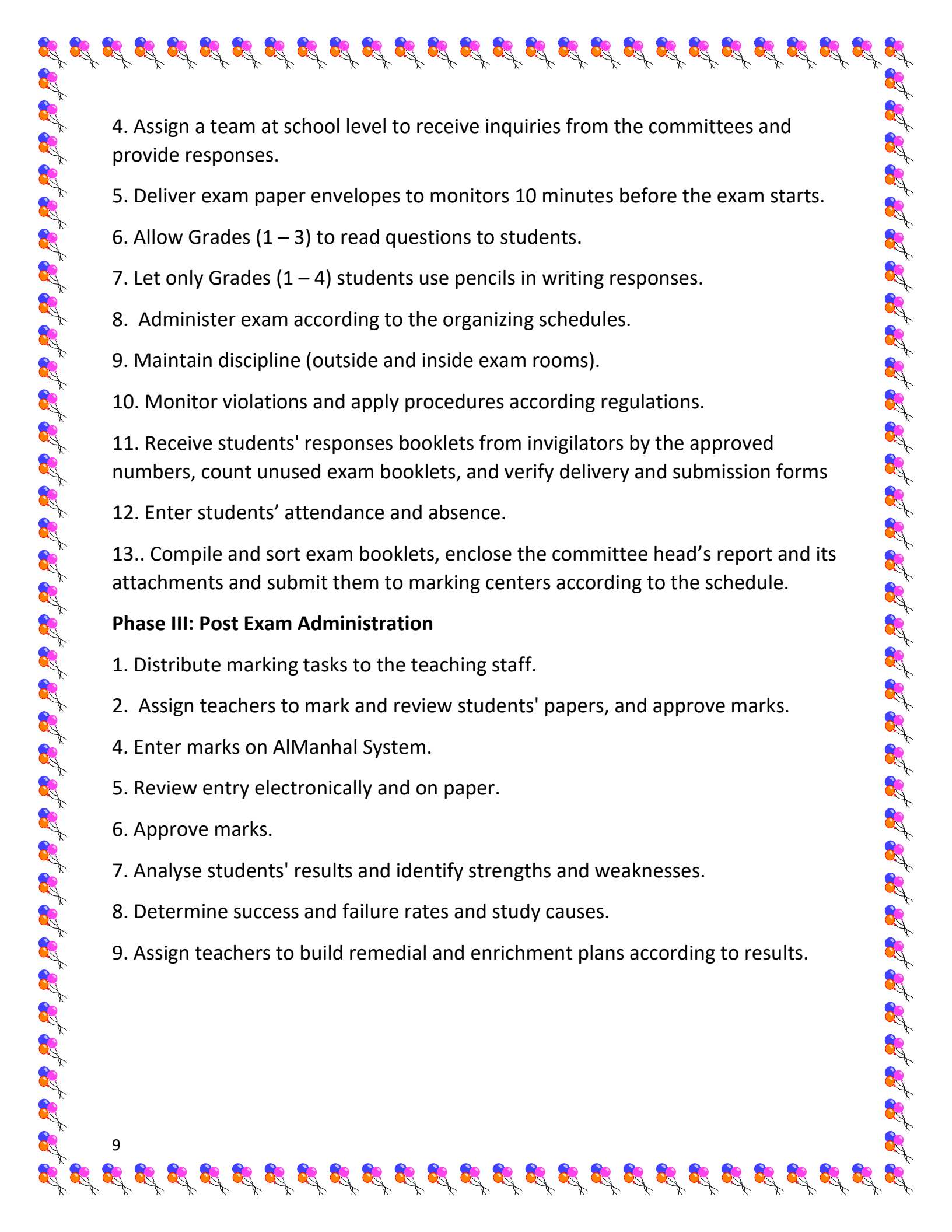
Preparation of Examination

Phase I: Preparation

1. Introduce the examination policy (students, parents, and teachers).
2. Prepare students for examinations in a positive manner and commit to implement the guidelines during the exam.
3. Sign a commitment letter (the school principal and the testing staff) to keep exam secrecy and security.
4. Circulate exam schedules in time.
5. Identify (critical medical cases, the determined people, and external committees), supply their need and develop a plan to communicate with them.
6. Organize the halls according to the guidelines, with a guide map for classroom locations.
7. Ensure that classrooms are free of academic materials / wall charts, etc.
8. Distribute desks in the examination rooms, not exceeding 20 students in each room.
9. Ensure that hall quality standards are met (a clock, appropriate lighting, ventilation, suitable seats for students).
10. Allocate a room for delivery and submission committees complying with safety and security standards.
11. Nominate members of the control committee and work team, and determine their tasks.
12. Organize the daily invigilation schedule (taking into account the general regulations and directions).
13. Check exam booklets and the accuracy of their box and envelopes data by date, subject, school data numbers, and instructions.

Phase II: Exam Administration

1. Check the daily attendance and departure record (distribution table of invigilators and monitors).
2. Open the Exam Committee Room / distribute the envelopes to monitors.
3. Organize students in rooms and make sure they have no cellular devices and communication devices.

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4. Assign a team at school level to receive inquiries from the committees and provide responses.
 5. Deliver exam paper envelopes to monitors 10 minutes before the exam starts.
 6. Allow Grades (1 – 3) to read questions to students.
 7. Let only Grades (1 – 4) students use pencils in writing responses.
 8. Administer exam according to the organizing schedules.
 9. Maintain discipline (outside and inside exam rooms).
 10. Monitor violations and apply procedures according regulations.
 11. Receive students' responses booklets from invigilators by the approved numbers, count unused exam booklets, and verify delivery and submission forms
 12. Enter students' attendance and absence.
 - 13.. Compile and sort exam booklets, enclose the committee head's report and its attachments and submit them to marking centers according to the schedule.

Phase III: Post Exam Administration

1. Distribute marking tasks to the teaching staff.
2. Assign teachers to mark and review students' papers, and approve marks.
4. Enter marks on AlManhal System.
5. Review entry electronically and on paper.
6. Approve marks.
7. Analyse students' results and identify strengths and weaknesses.
8. Determine success and failure rates and study causes.
9. Assign teachers to build remedial and enrichment plans according to results.

Examination Administration

Committee

Head of the Committee : Principal

Type	Position	Lead
External	Centre Superintendent	Principal
	Deputy Superintendent	Mr. Praveen P.P
	Assistant Superintendents	1. Shoukath Ali 2. Jalaja Gireesan 3. Rebacca Abraham 4. Anusha Sameer 5. Chandradas A V
	PA to Center Superintendent	Mrs Nisha
Internal	Exam Controller	Mrs Viola Shiny
	Assistant Exam Controller (Phase 2)	Mrs Haseena Ali
	Assistant Exam Controller (Phase 3)	Mrs Jaseena Ziyad
	Assistant Exam Controller (Phase 4)	Mrs Aswathy Reji
	Evaluation and Results	Vice Principal
	Examination Timetable	Mrs Sreelaja Madu
	Question Paper Preparation	HODs
	Examination Monitors	1. 2. 3. 4. 5. 6.
Internal and External Examination	Score entry in AI Manhal and analyses of results	Assessment Head

Tasks and Responsibilities



The school administration (exam committees) shall assume the following tasks and responsibilities:

- Notify the examination committee's employees the following:
- It is prohibited to carry or use mobile phones or any electronic equipment in the exam rooms, control committees and exam printing centres.
- They should take care and caution in confidentially dealing with exam documents, in a manner that ensures the safety of all organizing and documenting procedures, and not release data or results before being officially approved.
- All employees should sign commitment document (attached) and recognize their tasks and responsibilities. In case of any failure in tasks and responsibilities, or violation of test rules and regulations, necessary legal actions are to be taken against them.
- Notify students of Grades (1 - 12) sitting exams the following:
- It is prohibited to carry or use all types of mobile phones and smart electronic devices, and all electronic communication applications during exams.
- Procedures to be taken by the committee formed at the school (or the committee centre) and shall be documented in accordance with the cases explained in the following table:



Special administrative procedures

CBSE board examination for grade 10 and 12

1. <https://www.cbse.gov.in/newsite/examinationbyelaws.html>
2. <https://www.cbse.gov.in/cbsenew/examinationbyelaws.html>
3. <https://www.cbse.gov.in/cbsenew/examinationbyelaws.html>
4. https://www.cbse.gov.in/cbsenew/rti_rules.html

Offence and Measures

OFFENCE	MEASURES
<ul style="list-style-type: none"> ● Cheating or helping others cheat ● Carrying or using mobile phones or video and audio devices ● Using social communication applications, or an evidence of circulating exam documents, based on the General Exams Supervisory Committee's report ● Behavioural abuse (verbal) of one of the exam staff at the centre, or one of his colleagues in the exam committee. ● Student's threats to an employee or student in the exam committee. ● Deliberate destruction of the exam paper. 	<ul style="list-style-type: none"> ● S/He is deprived of the subject exam, and is given zero in the term exam. ● The guardian of the student who has been deprived of the exam shall be notified and warned about the action to be taken in case of repeating the offence. ● The committee shall keep the equipment and documents seized with their report.
<ul style="list-style-type: none"> ● Repeating the offence in 1. 	<ul style="list-style-type: none"> ● S/He is deprived of all subjects 'exams in this term.
<ul style="list-style-type: none"> ● Physical assault on an employee or students based on the committee's report. 	<ul style="list-style-type: none"> ● S/He is deprived of all subjects 'exams in this term. ● The Code of Conduct in School Community shall apply to the student
<ul style="list-style-type: none"> ● Catching person sitting the exam instead of another student. 	<ul style="list-style-type: none"> ● S/He is deprived of the subject exam and is given zero in the term exam. ● If the impersonating person is a student other than students enrolled in the Student Information System (SIS), the report is transferred to the legal affairs.

Marking Process:

1. School administration develops a plan for marking Grades (KG- 12) students' responses prior to application and informs teachers about it.
2. Makers should use the marking guide prepared by the teacher
3. Markers should flexibly deal with the marking guide and consider students' correct responses matching the answer key there.
4. Enter marks as per specified cells.
5. Make sure students' papers are reviewed before marks are approved on the electronic system
6. Marker bases his judgment on response correctness by having the key words or the appropriate answer that corresponds to the approved answer key.
7. Marker determines the mark of an item or question based on the detailed distribution of marks in answer key.
8. Marker scores the incorrect response of an item or question (zero) and leaves no response without marking.
9. Marker writes (0) for the question mark if the response is incorrect or stroke.
10. Marker writes (Missing) if the student did not answer the question.
11. Marker writes (Repeated) for a repeated answer if there is more than one correct answer, or an answer that exceeds the required answer and does not affect the answer correctness.
12. Marker writes (Repeated) on the other answer.
13. For a stroke response, or having marks or words indicating the deletion or cancellation of the response and is not re answered, the item or question response is marked. The allotted mark shall be written in the relevant place of the student's answer booklet and on the cover. The mark is approved by the head of marking committee of the subject. However, in case of a stroke response, or having marks or words indicating the deletion or cancellation of the response and is re answered, the new response is marked and the stroke response is marked as (Repeated).
14. In selected response or true / false test items, if the student selects more than one option, the student gets (0) for the item, and this applies to all objective items.

Score Entry

Score entry on the electronic system needs to be reviewed, and the reports available there can be used before the final approval of marks as per the following steps:

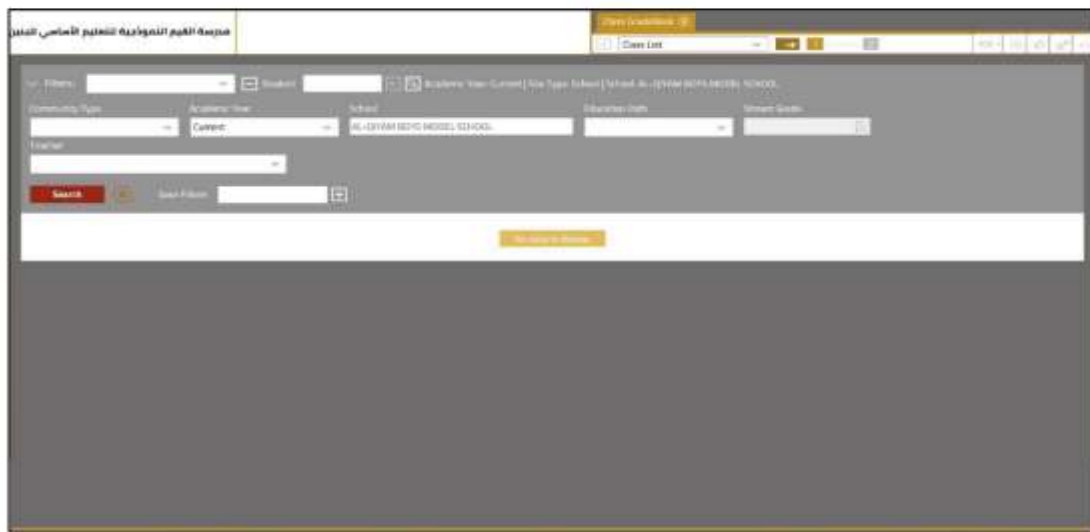
Exam Score Entry

Menu Path

Al Manhal System / Classes / Gradebook

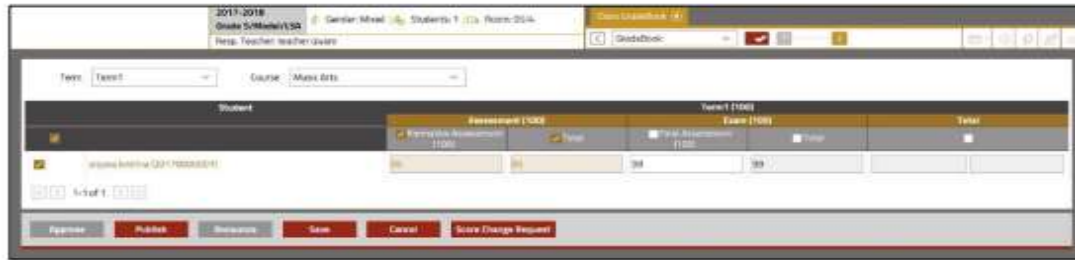
Purpose

Through this screen you can enter Students' End of Term / End of Year Exam Scores

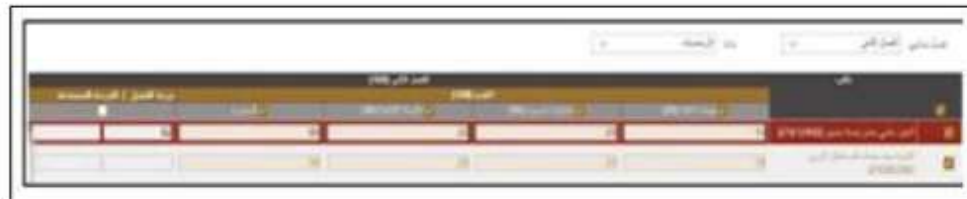


To enter a certain class scores, follow the following steps:

- Click the arrow beside the filter field the search fields will be displayed.
- Enter a certain class search criteria, and then click Search button and the search results list will appear below the search fields.
- Select the class from search result menu.
- Click the arrow or step 2 to move to the following Gradebook Screen:



- Term will be automatically displayed. Select the subject for which you will enter the End of Term / Year Exam score.
- Enter each student's End of Term score in class as follows:



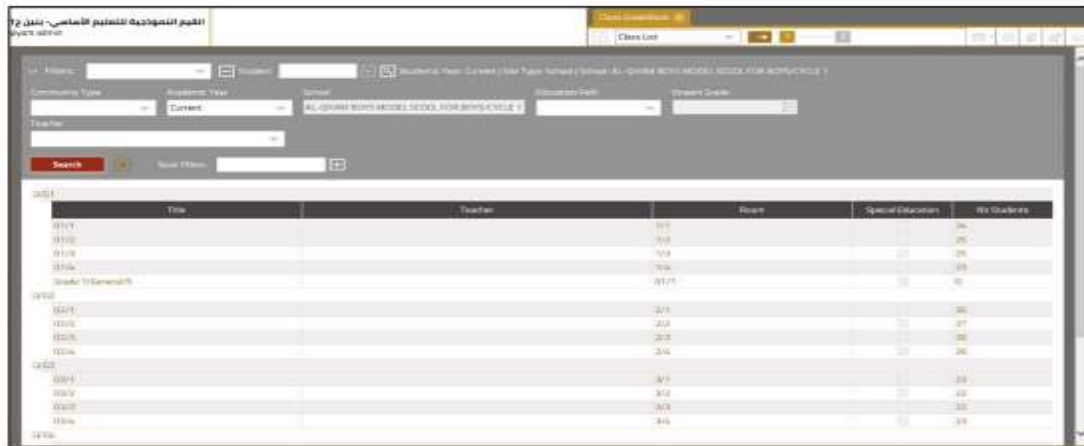
Score Approval

Menu Path

AIManhal System / Classes / Gradebook

Purpose

Through this screen you can approve Students' End of Term / End of Year Exam Scores



- From the screen above, select the Class required to approve its End of Term scores filter criteria
- Click the Search field and then select the Class from the search result menu.
- Click the arrow at the screen top to move to Gradebook.
- The current term will automatically appear, specify the course that you want to approve its final exam score and the course scores will appear for each student as follows:



- Select Term Exam / Allotted score box, where Approve button will be soon activated when selecting Exam box.

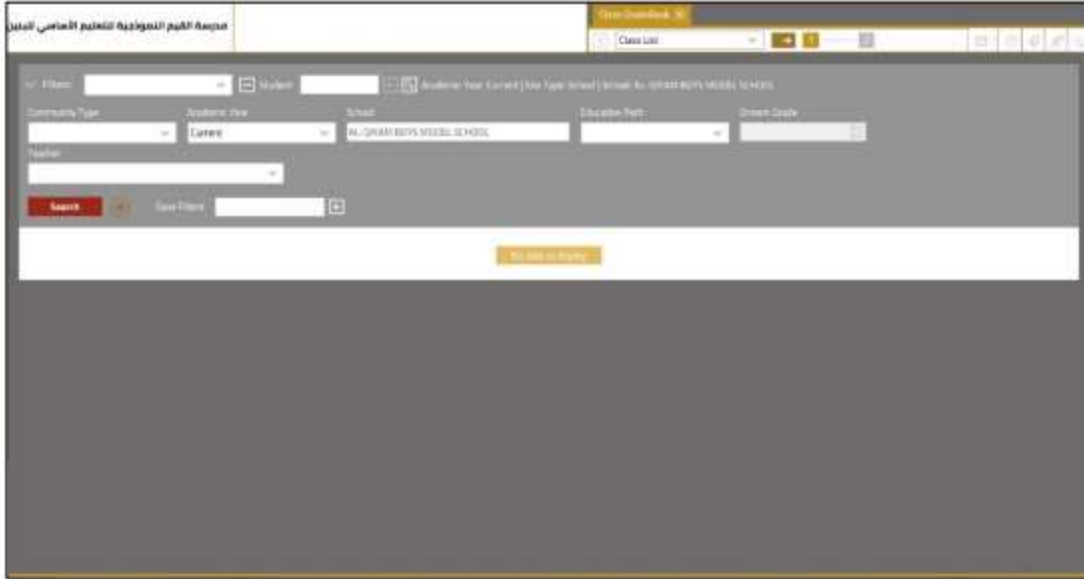
Score Approval Cancellation

Menu Path

AIManhal System / Classes / Gradebook

Purpose

Through this screen, you can cancel score approval



To cancel a class certain subject score approval, follow the following steps;

- From the screen above, search for the class that you want to change its students' scores by specifying the search filter that appear once you click on the arrow beside the filter field.
- Click on the search button and the search results will appear below the search fields.
- Specify the required class from the search results list.
- Click on step 2 or on the arrow to move to the gradebook screen.



Commitment Document by (School Principal – Exam Work Staff)

End of Term (____) for the Academic Year 20 ____/20 ____

School		Zone	
Name		Position	

School Grades	KG 1	KG 2	1	2	3	4	5	6	7	8	9	10	11 SCIENCE	11 COMMERCE	12 SCIENCE	12 COMMERCE

I guarantee

- That there are no exam impediments such as the 1st and 2nd degrees (son, daughter, father, mother, husband, wife, grandchild, granddaughter, brother, sister) for the Grade 12.
- That there are no exams of 1st degree relatives (son, daughter, father, mother, husband, wife) for Grades (KG – 11).
- To comply with the provisions of the human resources laws of the federal government to take caution in dealing with the examination documents, and deal with them in strict confidentiality, so as to ensure the safety of all organizing and documenting procedures.
- Not to disclose data, statistics, or results before they are officially approved.
- To demonstrate accountability in case of any failure in the tasks and responsibilities, or violation of the regulations and organisational charts.

Signed	Day		Date		Signature	
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Form 4 (Assessment and Examination committee)

Absence Form

End of Term (____) for the Academic Year 20____/20____

Subject	Day	Date
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Student Data					
Student Name		Student ID		Grade	Stream
School Name	Indian School RAK	School ID		Education type	
Exam Centre	Indian School RAK		Centre ID		

Tick <input type="checkbox"/>	Absence Reason	Document
	<ul style="list-style-type: none"> Non-Muslim (in the Islamic Education exam only). Illness is an acceptable excuse under an approved medical report. Death of a 1st or 2nd degree relative. Summoned by an official authority, under a letter from that authority. Emergency travel. Joined in military missions or courses under a statement from the employer. Called and did not respond – without a known reason. Other _____ 	<hr/> <hr/> <hr/> <hr/>

Invigilator's 1 Name	Signature	Invigilator's 2 Name	Signature
Monitor's Name	Signature	Head of Committee's Name	Signature

Head of Centre Decision / School (Exam Centre) Principal (Grades 1 - 11)					
<input type="checkbox"/>	Decision	Signature	<input type="checkbox"/>	Decision	Signature
	Approved as Excused Absence on System.			Approved as unexcused Absence on System.	



Form 5 (Assessment and Examination committee)

Cheating or Offence in Exam Report

End of Term (____) for the Academic Year 20____/20____

Subject	Day	Date
---------	-----	------

Student Data					
Student Name		Student ID		Grade	Stream
School Name	Indian School RAK	School ID		Education type	
Exam Centre	Indian School RAK	Centre ID			

Tick <input type="checkbox"/>	Offence	Evidence
	<ul style="list-style-type: none"> ● Cheats from a book. ● Copies from writing on the wall. ● Copies from writing on the table. ● Talking with a colleague. ● Making disruption in exam room. ● A device is used. ● Students' responses were similar. ● Other. 	<hr/> <hr/> <hr/> <hr/>

Invigilator's 1 Name	Signature	Invigilator's 2 Name	Signature
Monitor's Name	Signature	Head of Committee's Name	Signature
School (Exam Centre) Principal's (Relevant Committee's) Decision:			
<input type="checkbox"/>	Decision	Signature	

