



The International Preparatory School

Evaluation Handbook

2015

The process of Evaluation at The International Preparatory School

At The International Preparatory School, assessment is vital, as it serves our constant feedback method of the teaching-learning process, and to assess the level of achievement of each goal that our programmes point towards. Therefore we need to regulate this practice and routine (as evaluation should be done on a daily basis). Evaluation, in its broadest sense, must be performed by teachers, by pupils and the whole school community.

Development Assessment Regulations

This regulation of internal assessment was prepared by the academic coordinators according to Decree No. 511 of May 8, 1997, from the Ministry of Education of Chile, that governs School Evaluation and Promotion of Children in Primary Education and follows the Educational Project and philosophy of The International Preparatory School. ¹

1: Communication to students and parents: evaluation criteria

At the beginning of each school year, each family forming part of the school community, will receive a printed copy of this regulation.¹

2: Application of Rules

The following provisions for evaluation, qualification and promotion apply to all school children in our educational establishment from Playgroup (2 years old) to Year 13 (senior year) and especially Year 2 to Year 9, system officially recognized by the Ministry of Education. ²

3: Calendar of school evaluations

3.1 Students from Year 2 to Year 6 will be assessed in all subjects during the semester in order to have at least one formal evaluation each month, resulting in 4 grades per semester per subject. ³

3.2 Students from Year 7 to Year 13 will be evaluated in all subjects throughout the year in order to have at least one formal evaluation every two weeks, resulting in 8 notes per semester in each subject. ³

3.3 In the Senior School (Year 7 to Year 13), a schedule of formal assessments (exams) will be prepared once per semester. This calendar will be available to students and parents three weeks before the start date of the examination period through the school website.

3.4 The students of Year 11, Year 12 and Year 13 who take external examinations IGCSE, AS and A Level, reviewed by the University of Cambridge International Examination Board (CIE), take the examinations in May/June or October/November according to the schedule sent by this organization. They do not take internal exams during the second semester in the subjects which are assessed by external examinations.

1: According to Article 2 of Decree 511

3: According to Article 4 of Decree 511

2: According to Article 1 of Decree 511

4: Strategies for assessing learning and their weighting ⁴

The curriculum framework stimulates teaching to create meaningful learning. This involves the development of various teaching methods, which in turn generate patterns of formative and summative assessment.

4.1 The procedures used to evaluate the performance of students should be concurrent with the specific objectives of each subject and therefore should include various assessment tools consistent with established criteria. This include direct observation checklists, personal interviews, tests with essay questions, single and multiple choice, text analysis, research, experiments, oral presentations, self-assessment, peer-assessment, various reports, homework or practical tests, class participation, portfolios, creations, or other observations being defined as needed for each subject.

4.2 The teacher can assign a different weight to different assessments proportionate to the level of difficulty, the objectives and characteristics of the evaluation criteria that are being implemented.

The level of difficulty of the assessment instrument should be applied according to the characteristics of the objectives (relevance and complexity of thought) and the content involved.

5: Recording and Reporting of results ⁴

5.1 The subject teacher will keep a record of performance and achievement of each student.

5.1.1 From Year 1 to Year 6 this record will be informed to students and parents using the following concepts:

Excellent (A +), Very Good (A and A-), Good (B+, B and B-); Satisfactory (C+, C and C-); Need Strengthening (D+, D and D-)

5.1.2. From Year 7 to Year 13 this record is also numeric using percentages from 0 to 100%.

5.2 The results of the evaluations shall be recorded into the system determined by the school (school books and SchoolTrack) immediately after they are delivered to the students, so that head teachers and parents are informed of them in a timely manner.

5.3 At the end of each semester a written report will be given and/or sent by mail to the parents. This will enable them to know the stage at which is their child is currently at. This will also record the achievement of the fundamental objectives in each subject. However the school may also at any time inform the parents of the student's academic status. ⁵

4: In accordance with Article 3 of Decree 511

5: In accordance with Article 8 of Decree 511

6: Timetabled evaluations for senior pupils (Year 7 to 13)

6.1 Attendance to end of semester examinations:

6.1.1 Students may only be absent from end of semester exams for health reasons, family emergencies or absences in writing and previously approved by the Head of the Senior School and/or the Headmistress.

6.1.2 No permission will be granted for any family trips during end of semester exam periods.

6.1.3 Any student who misses a selected schedule assessment (test, oral presentation, etc...), Must submit a medical certificate to the Head of Senior School or the Headmistress on the same day that they return to classes. Students who are absent for family reasons should submit a written explanation from the parents. Failure to do so will receive a 0% for the evaluation.

The areas of Art, Music, Physical Education and Religion (Article 9 Decree 511) are not subject to this article for the nature of their assessments. Each of them will give students their own rules on formal evaluations.

6.2 Absence for tests, oral presentation or scheduled evaluations:

6.2.1 Students must take the test when they resume regular classes. This will be the only opportunity to do so.

6.3 If a student must perform multiple assessments due to absence, the school will schedule dates for assessments in accordance with the subject teachers.

7: Late work, homework, projects etc.(This article only applies to Year 7 to 13)

In the case of late, incomplete or below standard homework, research paper, lab report, special project etc. the student will be sanctioned after school hours on the same day, in order to complete the work necessary.

8: Repeating tests for low performance (This article only applies to Year 7 to 13)

This article applies only in those evaluations that the subject teacher and/or the coordinator consider relevant, which means that not all assessments will be repeated for students who obtain low grade.

- Repeating tests is a requirement for all students who get less than 50%.
- The final grade recorded will be the highest mark obtained by the student.

9: Promotion to the next school year: 6

Academic Performance:

Promotion of students from Year 2 to Year 3 and Year 4 to Year 5

All students will be promoted from **Year 2 to Year 3** and **Year 4 to Year 5** that:

9.1 have attended at least 85% of the classes, considering that there are two full years for the fulfillment of the fundamental objectives and minimum compulsory contents for these courses.

9.2 Notwithstanding the above, the Headmistress may authorise the promotion of students with lower levels of attendance, for health or other justifiable reasons.

9.3 Similarly, according to decree 107 of 2003, the school board and may decide not to promote those students of Year 2 and Year 4 who have not attained the objectives considered essential to successfully pursue Year 3 and Year 5 respectively. These include a significant delay in reading, writing and/or math, in relation to the expected learning of the school curriculum.

Promotion of students from Year 3 to Year 4 and Year 5 to Year 6

For the promotion of pupils from **Year 3 to Year 4** and **Year 5 to Year 6**, we consider the level of achievement in each of the sub sectors, subjects and aspects of the curriculum together with the percentage of attendance.

9.4 Students must have 85% attendance or more.

9.5 Students who have not achieved the objectives considered essential enter the differentiated evaluation process and will work with the support of the school psychologist.

Promotion of students from Year 6 to Year 12

Students will be promoted with 85% attendance and:

9.6 having passed all subjects of their curriculum.

9.7 Students who have not achieved the objectives considered essential and/or have not passed all subjects of their curriculum enter the differentiated evaluation process and should work with the support of the school learning specialist.

6: According to Article 10 and 11 Decree 511

Attendance:

Students who have attended at least 85% of classes in the annual school calendar are able to be promoted.

However, for health or other justifiable reasons, the Headmistress, may authorise the promotion of students with lower rates of attendance.

10: Differentiated Evaluation

The school applies differentiated evaluation procedures to impaired students who regularly attend a subject when difficulties are properly documented by appropriate professionals.

10.1. - Application Procedure ₇ Differentiated Assessment

10.1.1 Students who the school deems necessary to apply a differentiated evaluation must comply with an assessment by a psychologist and/or learning specialist. This will be requested in a meeting with the parents.

10.1.2 The differentiated evaluation must be requested formally and as the result of the evaluation through a report written by an internal or external professional (psychologist, neurologist, psychiatrist and/or learning specialist). This report should have a clear and precise diagnosis, with specific suggestions for conducting such differentiation in assessment and dates of future monitoring controls.

10.1.3 Upon receipt of the report, the Headmistress, Head of Senior School and/or Key Stage Coordinator and the subject teachers concerned, will determine whether or not to implement any of the following:

- Modify the expected time for evaluations.
- Modify the evaluation instrument, keeping the level of difficulty.

- Use alternative assessment tools as appropriate.
- Measure understanding with oral and/or written instructions and/or questions.

10.1.4 The response to the request for differentiated evaluation will be informed through a meeting with parents and given in writing with a letter home within 5 working days, where the conditions necessary to maintain the differentiated evaluation will be specified.

10.1.5 The situation will be reviewed biannually based on a new report of the physician to determine the maintenance, modification or suspension of this. The continuation of this situation will be subject to continual, systematic internal or external professional support and timely delivery of reports.

7 According to Article 5 of Decree 511

11: Grading scale, minimum score and final grade

11.1 The grading scale is from 0 to 100%, with a 50% minimum passing grade in each subsector or subject.

11.2 The annual final grade will be given by the average final grade between the first and second semester.

11.2.1 Semester grades are recalculated with 70% as semester average for work throughout the semester and 30% for the end of semester exam. ⁸

11.3 In the case of Year 2 to Year 6:

At the end of the school year Qualification Final Act to be sent to Ministry of Education in these figures will be made for numerical scale from 1 to 7 according to the following conversion table: ⁹

TIPS	Chilean	TIPS	Chilean
A+	7.0	C+	5.0
A+	6.9	C	4.9
A+	6.8	C	4.8

A	6.7	C	4.7
A	6.6	C-	4.6
A	6.5	C-	4.5
A-	6.4	C-	4.4
A-	6.3	D+	4.3
A-	6.2	D+	4.2
B+	6.1	D+	4.1
B+	6.0	D	4.0
B+	5.9	D	3.9
B	5.8	D	3.8
B	5.7	D-	3.7
B	5.6	D-	3.6
B-	5.5	D-	3.5
B-	5.4	F	3.4
B-	5.3	F	3.3
C+	5.2	F	3.0
C+	5.1	F	2.9 to 1

11.4 InthecaseofYear 7 to Year 9:

At the end of the school year Qualification Final Actsto be sent to Ministry of Education will be delivered in a numerical scale of 1-7 according to the following conversion table:

PERCENT	CHILEAN	LETTER	PERCENT	CHILEAN	LETTER	PERCENT	CHILEAN	LETTER
100	7,0	A+	66	4,8	C+	32	2,6	F
99	6,9	A+	65	4,8	C+	31	2,5	F
98	6,9	A+	64	4,7	C	30	2,5	F
97	6,8	A+	63	4,7	C	29	3,0	F
96	6,8	A+	62	4,6	C	28	2,9	F
95	6,7	A+	61	4,6	C	27	2,9	F
94	6,6	A	60	4,5	C	26	2,8	F
93	6,6	A	59	4,5	C-	25	2,8	F
92	6,5	A	58	4,4	C-	24	2,7	F
91	6,5	A	57	4,4	C-	23	2,7	F
90	6,4	A	56	4,3	C-	22	2,6	F
89	6,3	A-	55	4,3	C-	21	2,6	F
88	6,3	A-	54	4,2	D+	20	2,5	F
87	6,2	A-	53	4,2	D+	19	2,5	F
86	6,2	A-	52	4,1	D+	18	2,4	F
85	6,1	A-	51	4,1	D+	17	2,4	F
84	6,0	B+	50	4,0	D+	16	2,3	F
83	6,0	B+	49	3,9	D	15	2,3	F
82	5,9	B+	48	3,9	D	14	2,2	F
81	5,9	B+	47	3,8	D	13	2,2	F
80	5,8	B+	46	3,8	D	12	2,1	F
79	5,7	B	45	3,7	D	11	2,1	F
78	5,7	B	44	3,7	D-	10	2,0	F
77	5,6	B	43	3,6	D-	9	1,9	F
76	5,6	B	42	3,6	D-	8	1,8	F
75	5,5	B	41	3,5	D-	7	1,7	F
74	5,4	B-	40	3,5	D-	6	1,6	F
73	5,4	B-	39	3,4	F	5	1,5	F
72	5,3	B-	38	3,4	F	4	1,4	F
71	5,2	B-	37	3,3	F	3	1,3	F
70	5,1	B-	36	3,3	F	2	1,2	F
69	5,0	C+	35	3,2	F	1	1,0	F
68	4,9	C+	34	3,2	F	0	1,0	F
67	4,9	C+	33	3,1	F			

8: In accordance with Article 6 of Decree 511

9: According to Article 7 of Decree 511

12: Special Situations ₁₀

The Headmistress will solve special situations of evaluation and promotion of students. Among others cases for students entering classes late, leave for a specified period, or before the end of the school year.

All situations of student assessment should be resolved within the corresponding school year.

13: Annual Report of Progress

At the end of each semester, the school will provide a detailed report of academic achievement and student behaviour.

13.1 The primary students of Year 7 to Year 13 will receive a semester transcript of the grades achieved.

14: Annual Certificate study (Year 2 to Year 9) ¹¹

The final status of promoting students must be settled at the end of each school year. Once complete, the educational establishment will give all students in the MINEDUC programme an annual certificate of studies indicating the subjects, with grades and the corresponding promotion situation. This will be done with the grading scale of 1 to 7.

The annual certificate of studies may not be withheld for any reason.

15: MINEDUC Transcripts(Year 2 to Year 9) ¹²

The transcripts and school promotion details recorded for each class, final grades in each subject, the final status of the students and their Chilean national identification number for each student enrolled in the MINEDUC programme will be presented to Provincial Education Department for East Santiago according to their instructions.

16: Unforeseen Situations ¹³

Unforeseen situations in school promotion and/or evaluation, should be resolved by the regional ministries of education in the respective area of jurisdiction.

17: Implementation and Analysis Group ¹⁴

The rules and procedures contained in this document will be effective from the date of publication and will be reevaluated annually and presented to parents previous to the matriculation period each year.

10: According to Article 12 of Decree 511

13: According to Article 15 of Decree 511

11: According to Article 13 of Decree 511

14: According to Article 16 of Decree 511

12: According to Article 14 of Decree 511