

Avenue Secrétan 16
CH-1005 Lausanne
Switzerland
T +41 21 310 04 00
F +41 21 320 84 17
info@brillantmont.ch
www.brillantmont.ch

BRILLANTMONT International School

BRILLANTMONT INTERNATIONAL SCHOOL ASSESSMENT POLICY

Introduction

Brillantmont International School aims to encourage its students to reach their potential in a supportive environment. In order to reach this goal, all teachers are asked to use appropriate and varied methods of assessment to evaluate their students' learning and performance. This whole-school assessment policy has been designed to ensure that this takes place.

This policy reflects the consensus of opinion of the School's Direction and has the approval of the Board of Administration.

The implementation of the policy is the responsibility of all members of staff.

Expectations of the School Administration at BM

The School should :

- Provide adequate time for departmental/subject meetings to
 - ensure that all teachers understand and adhere to the school's assessment policy
 - help teachers talk about their students' work
 - carry out internal moderation of student work and teacher assessment
 - analyse student assessment results
 - ensure that student performance is used to initiate refinements to, or changes in, the curriculum and its delivery
 - review and revise the curriculum
- Produce internal examination and external examination (PSAT, SAT, IGCSE, AS, AL, ALTE, AP) timetables with enough notice for students and teachers to formulate a revision programme

Expectations of the teacher at BM

Within departments/subject areas, teachers should :

- Clearly define, in written format, for each topic area taught, the knowledge (what all students should know) and skills (what all students should be able to do), that students will be assessed on.
- Clearly define grading rubrics for each assessment task set.
- Ensure that the above information is stored and regularly updated on the school's website.
- Ensure that worksheets, tests, examinations... are stored and regularly updated.
- Talk about their students' work
- Use a variety of assessment tools.
- Carry out internal moderation of student work and teacher assessment
- Analyse student assessment results
- Use student performance to initiate refinements to, or changes in, the curriculum and its delivery.
- Agree to apply consistent deadlines across departments, in the light of the students' other workload and give adequate time for completion of out-of-class assessments.

Expectations of the student at BM

For all subject areas, students should :

- Have a clear idea of the knowledge (what they should know) and skills (what they should be able to do) that are being assessed
- Be aware of the weighting of each assessment
- Be given advance warning of any major assessment for which preparation is necessary and be clear about the date of the assessment
- Be aware that failure to meet deadlines could result in reduced effort and achievement grades
- Have access to all criteria being used in the assessment
- Be able to see each graded assignment
- Receive clear feedback regarding a grade that has been awarded
- Not expect that every piece of work completed will be formally assessed

Expectations of Parents at BM

Parents should :

- Support the school's assessment policy
- Support student adherence to set deadlines for work
- Help motivate their child (ren) to reach his/her/their full potential and encourage him/her/them to review work taught in class on a weekly basis.
- Respect the school calendar and ensure that their child (ren) is/are present for both internal and external examinations.

Examples and Definitions of Tools of Assessment

The following methods of assessment are used by the teachers at Brillantmont International School:

Official Written / Oral Examination :

- An activity which is carried out in a controlled environment and assessed by an external body – PSAT, SAT, IGCSE, AS, A2, AP, ALTE examinations. These examinations are taken on set dates :
PSAT – October: Grades 10 & 11 (US system)
SAT 1/2 – October, November, December, January, May, June: Grades 11 & 12 (US System)
AP – May: Grade 12 & 13 (US system)
IGCSE – November, May/June: Year 10 & 11 (UK system)
AS – November, May/June: Year 11, 12 & 13 (UK system)
A2 – November, May/June: Year 12 & 13 (UK system)
ALTE (EFL, DELF...) – December, March, June: all grade levels

Internal Written / Oral Examination :

- An activity which is carried out in a controlled environment and assessed internally by the teacher. These examinations are taken on set dates which are clearly laid out in the school calendar:

Test :

- A formalized class-controlled activity for which students are given at least one week's notice
- Material to be tested should not be more than one module of work and should be limited to measure performance on work that has been taught
- The test should last no more than a double period

Quiz :

- A formative piece of assessment on a small part of a unit, or through an informal class activity, after the completion of a particular topic

Lesson Reviews :

- Short verbal or written questions to assess student understanding
- All material reviewed should have been taught

Investigation :

- A piece of structured work not necessarily linked to specific course content
- Problems are often open-ended with students achieving results through investigative work

Formal Essay :

- Extended piece of independent student work
- Can reflect a student generated title, a teacher-set title, be open or closed in nature and may have guiding questions
- As students progress in age, this activity will move from a descriptive to analytical or evaluative and increasingly have a formal structure dependent upon the subject area

Research Project :

- Involves both teacher guided and/or independent student work done in class and/or as homework
- Require appropriate referencing of research
- The product may be in any defined medium: oral presentation, written work, video, computer presentation or appropriate combinations

Journal Writing :

- A continuous-assessment activity, which can be part of class work or homework
- Criteria, guiding how student performance will be determined, should be made available prior to the beginning of the activity

Practical / Experimental Work :

- Involves both teacher guided and / or independent work
- This activity is usually in a lab involving specialist equipment

Performance / Presentation :

- Part of a continuous activity
- Clear criteria, stating how student performance will be measured, should be available prior to the activity

Group Work / Class Activities :

- Part of a continuous activity or a part of other assessment tools
- Individual student performance must be acknowledged as well as the group performance

Short Exercises and Discussion :

- Work usually done in class and / or as homework
- They should be part of a larger assessment mode and reinforce taught material and / or develop specific skills

Coursework :

- A collection of different activities completed in class or as homework
- Clearly defined criteria are required

Homework Guidelines

Definition :

- Work completed at home / study hall, although it may be begun in class, in a non-controlled environment
- Should take the nature of set reading, set writing, reviewing work, revising work or consolidating work that has already been taught
- May allow continued work on research projects
- Short exercises can be required to be completed for the next day
- For longer assignments, students must be given an appropriate number of days in which to complete the work

Time that students should spend on their homework :

- Advanced courses: up to 5 hrs per week
- IGCE: up to 3 hrs per week
- Credit courses (9th grade English, European History, US Chemistry, English Yr10, French 2...): 2 – 3 hrs per week
- Middle School: up to 2hrs per week

Brilliantmont International School Grading Scale

Brilliantmont International School uses a 1 – 10 scale where 10 is the highest grade and 1 the lowest. Although the internal passing grade is 6.0, students who are following external examination courses, need to be averaging at least a 7.0 to achieve success in the external examination.

<u>Brilliantmont</u>	<u>US equivalent</u>	<u>IGCSE / AS / AL equivalent</u>
10 – 9.0	A+, A	A+, A
8.9 – 8.0	A-, B+	B
7.9 – 7.0	B, B-	C
6.9 – 6.0	C+, C-	D, E
Below 6.0	No credit	F, G, U

E Excellent
G Good
S Satisfactory
P Poor

I In progress
L Completed, but handed in after deadline

Late Work :

If homework is not handed in on time, the following sanction will be made:

- A 24 hour delay will be accorded and 1 mark will be taken off the final grade. If this delay is not respected, the teacher will fix a time and place when the student must complete the work and 2 marks will be taken off the final grade. Late work means no honor roll.

Copying :

If work has been copied the final mark is to be divided amongst the number of students involved.

Cheating – Test / Exam :

Examination Board practice: The sanctions applied to a candidate who has been found cheating in an official examination range from

- a warning being issued
- marks being deducted or no marks being awarded for a component
- the candidate being disqualified from the subject in which the malpractice took place
- the candidate being barred from entering CIE examinations for up to 5 years

Since cheating is a serious offence, if a student is found cheating in a class test or internal examination, the teacher should inform the Deputy Director and together, they will determine what sanction is to be applied.

Plagiarism :

'The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own'.

Examination Board practice: the same rules apply as for cheating.

Since plagiarism is a serious offence, if a student hands in work which is plagiarised, the teacher should inform the Deputy Director and together, they will determine what sanction is to be applied.

Dissemination of information on student performance

Online Gradebook :

- Academic grades for homework, class work, quizzes, projects, presentations, tests are all entered on an ongoing basis.
- Attitude and effort grades (Excellent, Good, Satisfactory, Poor) are also entered on an ongoing basis.
- Students can access their online gradebook by logging onto the school's intranet system, using their personal password.
- Parents can access their child(ren)'s online gradebook by logging onto the school's intranet system.
- The student's academic average is calculated on a monthly basis.
- Letters are sent to parents when the monthly review shows that there is reason for concern – risk of failing the term/year/graduation.

Honor Roll :

- Students appear on the school honor roll for :
 - Academic excellence = overall average of all subject areas = 8.5 or above, no individual subject average is below a 7.0
- A student who has had a detention during a marking period is not eligible to be on the honor roll.
- Late work = not eligible to be on the honor roll.
- 'Poor' for sport, laboratory or PSHE = not eligible to be on the honor roll.
- Homework issue or organisation issue
- The names of those students who appear on the school's honor roll are read out at the school assembly
- Students who are on the honor roll for academic excellence receive a certificate and privileges during study time.
- The direction reserves the right to refuse 'privileges during study time'.
- The periods for which a student appears on the school honor roll is included in the student's school transcript which is sent to the student's next school (if transferring) or the colleges to which the student applies

Bulletins :

- Bulletins are written on a termly basis. The dates can be found on the internal school calendar.
- Parents can access their child (ren)'s bulletin by logging onto the school's intranet system, using their personal password.
- Students can access their bulletin by logging onto the school's intranet system, using their personal password.
- The original bulletin is sent home, by mail
- December grades are included in a 12th grade student's school transcript and sent to the colleges to which they are applying.
- Letters are sent to parents when the bulletins shows that there is reason for concern – risk of failing the term / year / graduation

Transcript :

- A school transcript is written for every student who leaves the school to attend another school or go on to college / university
- This is an official document and is sent directly from one school to another or from school to college / university
- The school transcript outlines the student's end of year grades in each subject area, official examination results, extra-curricular activities, dates for which a student was on the school's honor roll

Graduation requirements :

- Brillantmont International School offers a traditional college preparatory curriculum leading to a High School Diploma. To graduate, a student must complete at least 20 academic credit courses including :

4 English	2 Social Science
3 Mathematics (incl. Algebra 2)	1 Fine Art
3 Science	Proficiency in one foreign language

A sufficient number of electives must be followed in order to obtain at least 20 credits in all. In addition to the 20 academic credits, a minimum IBT (or equivalent) score of 79 is required of all foreign students who wish to receive a graduation diploma. Those students whose IBT (or equivalent) score lies between 61 and 78 will receive a graduation certificate.
- A "diploma with distinction" is awarded to a student who has met all graduation requirements and has maintained, throughout their high school
 - A pass in all subject areas
 - A minimum overall year average of 7.5 or above
- A "diploma with merit" is awarded to a student who has met all graduation requirements and has maintained, throughout their high school
 - A pass in all subject areas
 - A minimum overall year average of 6.5 or above

School Profile :

- The School Profile includes for the previous academic year, an overview of the official examination results; graduate college/university acceptances; and, a list of colleges/universities in which Brillantmont students have enrolled in the previous three years.
- The School Profile is included in the package that is sent to another school, when a student transfers or to the colleges/universities to which they apply.

Open Day :

- An Open Day is held on the first Friday in November. On this day, parents can attend their child (ren)'s classes, speak individually with the teachers and the Direction
- Individual meetings at any time during the school year can be arranged to discuss student performance and progress. Parents are asked to contact the Deputy Director who will arrange a suitable time when the teachers (s) are available.

School Assessment Policy Monitoring and Evaluation

At the end of the 2011-2012 school year a full staff meeting will be held to discuss and evaluate this School Assessment Policy.