



ARZANA PRIVATE SCHOOL - ASSESSMENT POLICY

ACADEMIC YEAR (2025 – 26)

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Effective from: Academic Year 2025–2026

Revision Date: July 2025

Next Review: July 2026

1. Purpose

This policy outlines Arzana Private School's approach to assessment, ensuring alignment with ADEK's *School Assessment Policy v1.2 (2025)*. It establishes a coherent framework for internal and external assessments that measures student attainment and progress, informs instruction, and upholds integrity across all grade levels.

2. Scope

This policy applies to all students in KG, Cycle 1, Cycle 2 and includes:

- Internal Assessments (formative, summative, diagnostic, screening, placement)
- External Assessments (MAP, ACER, CAT4, TIMSS, PIRLS)
- Reporting and data analysis protocols
- Accommodations and modifications for students of determination

3. Internal Assessments

- Internal Assessments: diagnostic, placement, pre-assessment, formative, and summative tools used to monitor progress and inform teaching.
- External Assessments: ADEK-mandated SBAs (MAP Growth) administered each term; international assessments (PIRLS, TIMSS) when applicable.
- Assessment Calendar: The school has submitted a full internal and external assessment calendar annually to ADEK before the academic year began, in compliance with policy 3.5.14.

4. Principles and Objectives

- Ensure fairness, validity, and reliability in all assessment processes.
- Align assessment methods with curriculum standards and learning outcomes.
- Use data systematically to refine instructional strategies and close learning gaps.
- Promote “assessment-capable learners” who monitor their own progress.
- Engage parents as active partners through feedback and training sessions.

5. Guidelines

Formative Assessment Guidelines:

- Conducted regularly to track ongoing student learning.
- Learning outcomes and assessment criteria are shared with students and parents.
- Encourages self- and peer-assessment.
- Incorporates teacher observations, classroom activities, quizzes, and student reflections.

Summative Assessment Guidelines:

- Aligned with grade-level standards.
- Use of varied formats (projects, MCQs, essays, performance tasks).
- Rubrics and grading criteria published in advance.
- Moderation and invigilation protocols followed.

Grading System:

School follows ADEK requirements for standards-based percentage grading and moderation to prevent grade inflation.

6. External Assessments

The school will fully implement ADEK-mandated standardized external assessments:

Assessment	Grades	Students
MAP (Growth)	3–8	All students
ACER IBT	3–8	All students
IBT ARABIC	3–8	All students
TIMSS	4, 8	All students
PIRLS	4	All students
PISA	(15-year-olds)	(15-year-olds)

All external assessments will:

- Follow administration guidelines from providers.
- Be recorded using student eSIS numbers.
- Be tracked and analyzed for school improvement.
- Be explained to parents with reports shared.

7. Accommodations & Modifications

In accordance with ADEK's Inclusion Policy:

- Students of determination will have appropriate accommodations in place (e.g., extended time, enlarged font).
- All accommodations will mirror regular classroom practices.
- Students with IEPs/LSPs will receive modified assessments where needed.
- School will retain documentation of accommodations for accountability.

8. Assessment Data Use & Reporting

- Data is used to plan interventions, curriculum adjustments, and instructional strategies.
- Individual student progress is tracked longitudinally.
- All teachers analyze class and subject performance to inform planning.
- Data shared only with authorized stakeholders in accordance with Federal Law 45/2021.
- Report cards issued three times per year with narrative and/or symbolic indicators.

9. Assessment Security

- Secure storage of assessment materials and student results (digital and physical).
- Record retention of at least five academic years (aligned with ADEK requirement).
- Only authorized personnel have access to sensitive student data.
- No third-party sharing without parental consent and ADEK approval.
- All assessments are conducted under invigilation protocols ensuring confidentiality, fairness, and prevention of malpractice.
- Digital data is stored securely in line with the *Federal Law No. (45) of 2021* on data protection.

10. Result Analysis & Interventions

- Internal and external assessment results analyzed termly.
- Tiered interventions developed to address gaps or enrich high performers.
- Learning plans (ILPs, IEPs, LSPs) implemented and reviewed regularly.
- Parents engaged in intervention planning meetings.

11. Assessment Misconduct

- Teachers and invigilators trained to detect and prevent cheating.
- Any exam misconduct reported to ADEK per Federal Law 33/2023.
- Students educated on academic honesty and integrity.

(Refer Document titled - Procedures for Managing Examination Misconduct and Breaches)

12. Monitoring and Review

- The effectiveness of this policy will be evaluated annually based on assessment results, inspection feedback, and internal quality assurance processes.
- Adjustments will be made as needed to ensure full alignment with ADEK requirements.

Approved by: School Governing Board – Arzana Private School

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