



Lui Cheung Kwong Lutheran Primary School

Assessment Policy

School Assessment Policy

Our school has implemented a sophisticated assessment system which rests on a clear policy to evaluate the performance of students in a comprehensive, fair and objective manner to ensure that our assessment management is reliable and effective, enhancing the quality of learning and teaching. An abstract of our assessment policy and guidelines is as follows:

1) Rationale:

Our assessment approaches are designed to provide valid and reliable evidence of achievement to indicate progress towards the desired learning outcomes and in doing so, we adopt a system to diversify the types of assessment encompassing not only formative assessment carried out in the daily lessons but also tests, examinations, project learning and informal observation, to mention but a few, to assess students' knowledge and ability and afford teachers insights into their values and attitudes to inform forward planning.

Our assessment enables:

- ❖ students to measure their progress towards the learning objectives, promote learning through informative and clear feedback and set personal targets to pursue excellence.
- ❖ teachers to assess the readiness of students for subsequent learning, review effectiveness of the curriculum and pedagogy on a continuing basis to fine-tune the level of complexity to suit students' progression and ensure all students are supported consistently to achieve educational attainment.
- ❖ parents to gain an insight to where their child's strengths and weaknesses lie, put in place early interventions, set positive expectations and provide appropriate timely support to contribute to effective learning.

2) Assessment Approaches:

- 1) **Formative Assessment:** Formative assessment in Chinese, English and Mathematics is spread across the teaching period to evaluate learning at the end of each unit to collect evidence of learning to assess knowledge and identify misconceptions, with a view to improving our curriculum planning and teaching practices.
- 2) **Summative Assessment:** Summative assessment is carried out at the end of each school term to sum up what students have achieved to allow teachers to identify areas for development in the curriculum and inform teaching and learning in subsequent lessons to support students' learning and help parents to keep informed of their child's progress and render assistance.

3) Assessment Types:

Our assessment is diversified to expand the range of skills assessed and assure comparability of assessment criteria. In general, there are ten broad assessment types:

- 1) Written examinations
- 2) Oral examinations
- 3) Unit assignments
- 4) Online exercises
- 5) Informal observation
- 6) Reading records
- 7) Project learning
- 8) Skills and attitude evaluation
- 9) Self-evaluation
- 10) Peer and parent evaluation

4) Number of Assessment:

Diversified formative and summative assessment is administered frequently throughout the year to provide students with feedback on their learning in conjunction with up-to-the-minute information about their attainment to enhance their capacity, motivation and self-esteem. Primary 1 to 5 students sit two exams and one test per academic year whereas students in Primary 6 are assessed in three exams.

5) Assessment in Lesson:

Assessment in English and Mandarin speaking, Physical Education, Technology Education, Visual Arts, and Music by means of listening, singing a solo, playing the recorder and creating music is undertaken one to two weeks after or prior to the end-of-term exam.

6) Make-up Examinations:

Students who are absent from the assessment owing to:

- 1) illness must present an original medical certificate to apply for deferred assessment and take the make-up exam no later than three school days after the date of assessment.
- 2) commitment to an inter-school competition approved by the school must submit relevant documentary evidence to apply for deferred assessment and take the make-up exam the next school day to avoid any mark deduction.
- 3) an invalid reason such as a holiday arrangement, attending a wedding banquet and taking part in a competition without being granted a prior approval will not be allowed to take any make-up exam and marks received in other papers will be added up and divided by the number of exams sat for throughout the academic year to calculate the average marks.

7) Periodic Reviews:

Dedicated to enacting a coherent assessment policy, our curriculum and academic committee review and scrutinize the effectiveness of the assessment plans and implementation on a regular basis to keep up with the latest trend and ensure that we deliver a first-class education for the benefit of our students.

8) The weightings assigned to each subject and computation:

Marks and Weighting	1 st term exam			2 nd term test		2 nd term exam		
	Primary One Exam (0%)			Primary One Test (40%)		Primary One Exam (60%)		
	Primary Two to Five Exams (35%)			Primary Two to Five Tests (30%)		Primary Two to Four Exams Primary Five Exam for Secondary School Places Allocation (35%)		
	Primary Six Exam for Secondary School Places Allocation (35%)			Primary Six Exam for Secondary School Places Allocation (35%)		Primary Six Graduation Exam (30%)		
Chinese	Reading (100) Writing (100) Listening (100) Speaking (100)			Primary 1 to 5	Primary 6	Reading (100) Writing (100) Listening (100) Speaking (100)		
				Reading (100) Writing (100)	Reading (100) Writing (100) Listening (100) Speaking (100)			
English	Reading & Writing (R&W) (100) G.E . (100) Listening (Lis.) (100) Speaking (Spk.) (100)			Primary 1 to 5	Primary 6	Reading & Writing (R&W) (100) G.E . (100) Listening (Lis.) (100) Speaking (Spk.) (100)		
				R&W (100) G.E . (100)	R&W (100) G.E . (100) (Lis.) (100) (Spk.) (100)			
Maths	Maths (100)			Maths (100)		Maths (100)		
General Studies	G.S. (100)			G.S. (100)		G.S. (100)		
Biblical Studies	B.S. (100)			B.S. (100)		B.S. (100)		
Visual Arts	40%				30%	60%		30%
	Primary 1 to 4		Primary 5 to 6	Primary 1 to 5	Primary 6	Primary 1 to 4	Primary 5	Primary 6
	Thematic work (80) Learning portfolio (20) Subtotal: (100)		Thematic work (60) Written assessment (20) Learning portfolio (20) Subtotal: (100)	No evaluation	Thematic work (60) Written assessment (20) Learning portfolio (20) Subtotal: (100)	Thematic work (80) Learning portfolio (20) Subtotal: (100)	Thematic work (60) Written assessment (20) Learning portfolio (20) Subtotal: (100)	
Music	40%		35%		35%	60%		30%
	Primary 1 to 2	Primary 3 to 5	Primary 6	Primary 1 to 5	Primary 6	Primary 1 to 2	Primary 3 to 5	Primary 6
	Singing (40) Creation (30) Listening (20)	Singing (25) Creation (38) Listening (25)	Singing (25) Creation (38) Listening (25) Performance (12) Subtotal: (100)	No evaluation	Singing (20) Creation (38) Listening (25) Performance (12)	Singing (40) Creation (30) Listening (20) Performance (10)	Singing (20) Creation (38) Listening (25) Performance (12)	Singing (25) Creation (38) Listening (25) Performance (12) Subtotal: (100)

	Performance (10) Subtotal: (100)	Performance (12) Subtotal: (100)			Subtotal: (100)			Subtotal: (100)		Subtotal: (100)
Mandarin	Primary 1 to 2	Primary 3 to 6	Primary 1 to 2	Primary 3 to 5	Primary 6	Primary 1 to 2	Primary 3 to 5	Primary 6		
	No evaluation	Mandarin (40)	Mandarin (30)	Mandarin (20)	Mandarin (40)	Mandarin (70)	Mandarin (40)	Mandarin (20)		
Physical Education	40%			60%						
	Formative assessment of physical fitness and sports skills									
Technology Education	Primary One Exam (0 %)			Primary One Exam (100%)						
	Primary Two to Five Exams (40%)			Primary Two to Five Exams (60%)						
	Primary one to six			Classroom assessment (ranking)						
	Classroom assessment (ranking)									

Supplementary Information:

1. **Primary 1 to 4:**

Marks in Chinese, English, Mathematics, General Studies and Biblical Studies and grades in Visual Arts, Music, P.E., Mandarin and Information Technology are recorded on the report card.

2. **Primary 5 to 6:**

Only grades in all subjects are recorded on the report card.

3. A report card is released to:

- a. Primary 1 to 5 students after the 1st term exam and the 2nd term exam.
- b. Primary 6 students after the 1st term exam, 2nd term test and 2nd term exam.

4. Primary 1 to 6 students are ranked in Chinese, English, Mathematics, General Studies and Biblical Studies on the basis of their average marks and the ranking is only recorded on the report card of those among the top 30 in the form.

5. Grading Scale:

Mark	Grade
85-100	A
70-84	B
60-69	C
40-59	D
0- 39	E

6. Calculation of Average Marks:

Primary 1 to 4 ★	➤ Based on the weightings assigned to exams and tests in Chinese, English , Maths, General Studies and Biblical Studies
Primary 5 to 6 ★	<p>➤ Based on the weightings assigned to exams and tests in Chinese, English , Maths, General Studies, Biblical Studies, Visual Arts and Music</p> <p>➤ Average Marks for Secondary School Places Allocation are calculated according to the following assigned weightings:</p> $\frac{\text{Chinese} \times 9 + \text{English} \times 9 + \text{Mathematics} \times 9 + \text{General Studies} \times 6 + \text{Visual Arts} \times 3 + \text{Music} \times 2 + \text{Biblical Studies} \times 2}{40}$ <p>= Average Marks</p>

Number of Chinese and English exam papers:

- ❖ **Chinese:** Reading (3 papers); Writing (4 papers); Listening (1 paper); Speaking (1 paper)
- ❖ **English:** Reading and Writing (4 papers); G.E. (3 papers); Listening (1 paper); Speaking (1 paper)

7. The 1st term exam of Primary 1 does not contribute to the final marks of the whole academic year.

8. Exam papers are read to Primary 1 students in the 1st term exam and 2nd term test.