

## MYP ASSESSMENT POLICY & PRACTICE

The MYP philosophy is that teachers are best placed to assess the work of their MYP students, as well as the contexts for the submission of work. Teachers are also best placed to make a judgment on their approaches to learning, including organization skills, as well as the consequences for poor study habit.

Goals for assessment:

- Identifying and responding to students' differing needs and styles of learning through a variety of assessment tasks
- Supporting each student to achieve his/her individual potential
- Teaching students to reflect on their own learning and to analyse their personal strengths and weaknesses in a constructive manner
- Using formative or summative assessments
- Summative assessment tasks should provide students with the opportunity to demonstrate their understanding of the statement of Inquiry global contexts of the unit being studied
- Assessment should aim to improve student performance and identify areas of improvement.

### MYP ASSESSMENT POLICY & PRACTICE OUTLINE OF PROCEDURES

- All strands of all criteria must be covered at least once within a reporting period (semester)
- All classwork or homework that is not a formal MYP graded assessment needs to be acknowledged in some way and recorded
- All formal MYP graded work should be accompanied with a task- specific rubric and task sheet and should clearly identify the MYP assessment criteria being assessed. The rubric may or may not be constructed in collaboration with the students and must be derived from the MYP interim objectives
- Students struggling with larger projects (lasting more than 2 weeks) should receive help by breaking it up into smaller chunks, using **formative assessment** and/or **ongoing feedback**
- Teacher feedback should aim to ensure that a student knows how they can improve and/or reach the next grade level
- MYP graded assessments should be returned within a 2 working week period. Exceptions may occur on large- scale projects and units of an interdisciplinary nature
- Teachers must maintain an up to date mark book on ManageBac
- If a student receives level of 3 pts or below for a given criterion, the teacher needs to contact the parent/s

- Teachers should follow the guidelines set out in section referring to Submission of student work – MYP with regard to the non -submission of student work
- If a student is **expected to** drop 2 grades in the same subject between the semester 1 (Dec) and 2 (June) reporting cycles the teacher must contact the parent/s
- Teachers should provide opportunities (differentiate) for EAL and students with learning needs to ensure that they can complete the same assessment task as the whole class. For students with learning needs this could be providing extra time for work and /or assessments. For EAL students it could take the form of extra scaffolding, use of a dictionary (electronic) and sharing the task with the additional support staff in class

## **SUBMISSION OF MYP ASSESSMENTS/TASKS**

### **Submission of student work**

Students should be given notification, either in writing or by email, of summative assessment activities. Notification should include the following features:

- Indication of task content and conceptual understandings
- Form of the task, e.g. an essay, report, power point presentation, podcasts, sound file, etc.
- MYP criteria to be assessed
- Assessment rubric, including generic descriptors and task-specific clarifications
- Duration of the task as appropriate
- Task's due date as appropriate

Summative assessment and in-class tests dates have to be submitted into the calendar on ManageBac. The recommended time for this notification is one week for an in-class task and two weeks for a hand-in task.

There are consequences for the non-submission of work:

1. On each occasion a deadline is not met the teacher can inform the class teacher,
2. The teacher will set a new deadline for the student. This is up to the discretion of the teacher but it should be up to a maximum of 7 days.
3. The teacher will inform the parent/s of the student's failure to submit work and agree upon a reasonable response time for the task.
4. If work is not submitted by the student in accordance with the new deadline the teacher can allocate a zero.

If a student is absent on the day work is due, he/she must submit the assessment item the following school day to the teacher or in next class. The task is still to be completed in order to demonstrate an ability to meet the criteria for the task and to meet the requirements of the course.

### **In-class task assessment / task**

If a student is absent from school on the day an assessment task is to be completed in, he/she must see their teacher on their first day back, to organize a time to catch up on the missed task. Failure to follow this procedure could result in the student receiving no credit for the missed task (students will still need to complete the task in order to meet the learning outcomes for the course)

### **Extensions**

A student may apply for an extension through the teacher prior to the due date. Students must have a valid reason for application and, if approved, a new date will be set for submission.

Valid reasons for extensions to be granted:

- Medical condition – supported by a parental /Doctor's note
- Sporting commitment – must be deemed to be a competitive level above the local team, e.g. participation regional/national team/squad.
- Social/Emotional issues – to be determined by the well-being coordinator