

## **INTERNATIONAL SCHOOL OF POZNAN**

### **ASSESSMENT REGULATIONS**

THE ASSESSMENT REGULATIONS HAVE BEEN PREPARED BASED ON:

1. Regulation of the Ministry of Education dated 09.02.2007 on framework bylaws of public kindergarten and public schools.
2. Regulation of the Ministry of Education dated 03.08.2017 on the conditions and manner of assessing, classifying and promoting Students as well as conducting tests and exams in public schools.
3. Regulation of the Ministry of Education dated 22.02.2019 on the conditions and method of assessing, classifying and promoting Students in public schools (Journal of Laws of 2019, item 373)
4. Act dated 7.09.1991 on the Education System (Journal of Laws of 2022, item 2230)
5. Act dated 14.12.2016 Provisions introducing the Education Law (Journal of Laws of 2017, item 60, as amended)
6. Act dated 14.12.2016 Education Law (Journal of Laws of 2022, item 900)
7. Bylaws of the International School of Poznan.

THE PURPOSE OF THE ASSESSMENT REGULATIONS IS TO CLARIFY THE PROVISIONS OF THE BYLAWS IN ACCORDANCE WITH THE NEEDS OF EVERYDAY DIDACTIC AND EDUCATIONAL WORK.

Approved 30.08.2023, translated from Polish

#### **CHAPTER 1**

**ASSESSMENT OF STUDENT'S KNOWLEDGE AND SKILLS****§ 1 GENERAL PROVISIONS**

1. The purpose of the assessment of Student's knowledge and skills is the following:
  - a. current and systematic observation of a Student's progress in learning,
  - b. stimulating the Student's mental development, talents and interests,
  - c. raising self awareness of the knowledge and skills set out in the curriculum and any deficiencies in this respect,
  - d. introducing Students to systematic work, self-control and self-assessment,
  - e. guiding Student's independent work,
  - f. improving the organization and methods of the Teacher's didactic and educational work,
  - g. semester and end-of-year summary of knowledge and skills as well as, on this basis, determining the Student's level of mastery of the programme material planned for a given semester/school year,
  - h. providing Students and legal guardians with information about the Student's progress, difficulties and special talents,
  - i. verifying the Student's degree of mastery of the material set out in the core curriculum and in the school curricula.
2. Assessment in kindergarten and primary school grades 1-3 is descriptive.
3. The Student's level of mastery of knowledge and skills specified in a subject curriculum is assessed using School Grades, hereinafter referred to as 'grades,' according to the following scale. It is important that the starting point for a positive assessment is justified by the level of teaching, type of school and intellectual capacity of the Students.

GRADE	ABBREVIATION OF THE NAME	NUMERICAL DESIGNATION
EXCELLENT	E	6
VERY GOOD	VG	5
GOOD	G	4
SATISFACTORY	S	3
POOR	P	2
FAILING	F	1

4. Assessments expressed in grades are divided into:
  - a. component grades, defining the level of knowledge or skills from a completed part of the curriculum,
  - b. semester and final/end-of-year grades, determining the general level of knowledge and skills of a Student set out in the curriculum for a given semester/school year.
5. Grades are determined by the Student's subject Teachers.
6. In case of component grades, subject Teachers can use the percentage scale converted to 'grades.'
7. A grade set by a Teacher cannot be revoked or changed by an administrative decision.
8. The criteria for educational achievement expressed in grades are as follows:
  - a. excellent grade is given to a Student who:

- i. has a very good command of the knowledge and skills set out in the implemented curriculum taking into account the core curriculum,
    - ii. independently and creatively develops his/her own talents,
    - iii. proficiently uses the acquired knowledge in solving theoretical and practical problems resulting from the curriculum,
    - iv. offers untypical solutions,
    - v. may have knowledge and skills beyond the scope of the current curriculum,
    - vi. in tests, exams and questioning obtains the maximum number of points;
  - b. very good grade is given to a Student who:
    - i. has a very good command of the knowledge and skills set out in the implemented curriculum taking into account the core curriculum,
    - ii. efficiently uses the acquired knowledge in solving theoretical and practical problems (tasks) resulting from the curriculum,
    - iii. is able to apply obtained knowledge to solve tasks and problems in various new situations;
  - c. good grade is given to a Student who:
    - i. has a command of the knowledge set out in the implemented curriculum,
    - ii. correctly and independently solves theoretical and practical problems (tasks);
  - d. satisfactory grade is given to a Student who:
    - i. has a command of the knowledge set out in the curriculum at a level not exceeding the requirements of the core curriculum,
    - ii. solves (performs) typical tasks of medium difficulty;
  - e. poor grade is given to a Student who:
    - i. has a limited command of the knowledge set out in the core curriculum, however, the shortcomings do not preclude the possibility of acquiring knowledge in a given subject during further study,
    - ii. solves (performs) theoretical and practical tasks of low difficulty;
  - f. failing grade is given to a Student who:
    - i. does not have a command of the knowledge and skills specified in the core curriculum of individual subjects, and the lack of knowledge and skills prevents him/her from continuing to acquire knowledge of these subjects,
    - ii. is not able to solve (perform) tasks with a low (elementary) level of difficulty.
9. When determining a grade in physical education, design technology, art, music and artistic activities, it is important to take into account mainly the efforts made by a Student to meet the obligations arising from the specificity of these activities, and in the case of physical education – the systematic participation of a Student in classes and activities undertaken by the school for the benefit of physical education. In justified cases, supported by a statement from a coach or an institution conducting sports activities, the physical education teacher may increase the final grade.
10. Any exemptions from compulsory classes shall be decided by the principal.
11. The rules of assessment in the International Baccalaureate Diploma Programme are specified in Appendix No. 1.
12. The rules of assessment in the Middle School programme are specified in Appendix No. 2.
13. The rules of assessment in the International Baccalaureate Primary Years Programme are specified in Appendix No. 3.

## **§ 2 TASKS AND RESPONSIBILITIES OF TEACHERS REGARDING STUDENT ASSESSMENT**

1. It is the duty of the homeroom Teacher to familiarise Students with the principles of assessment, classification and promotion specified in the regulation of the Ministry of Education and in this document.
2. Starting grade four of primary school, subject Teachers are obliged to specify the requirements and criteria for assessment of the subjects they teach and provide this information to Students in an appropriate form (e.g. information in the notebook, e-register, photocopies, etc.).
3. A Teacher assesses and recognises the level and progress of a Student in relation to the core curriculum and school curricula (including proprietary) relevant to the primary school and high school.
4. Teachers of particular subjects are required to systematically assess Student's knowledge and skills in forms and conditions that ensure an objective assessment:
  - a. a maximum of three major tests per week may take place; one per day;
  - b. major tests should be announced with at least one week notice;
  - c. quick tests can cover the material from the last three lesson topics and last up to 15 minutes;
  - d. Teachers have two weeks to assess and grade major tests, except for longer assignments (e.g. essay);
  - e. major test cannot be conducted if the previous one has not been handed back;
  - f. the scope of major tests should be clearly defined;
  - g. a Student should be assessed systematically based on various forms of work that are appropriate to the subject requirements;
  - h. quick tests can't be retaken;
  - i. if a Student is absent and, therefore, misses a quick test, the Teacher can test his/her knowledge within 2 week. The absence is marked in the e-register with an appropriate entry, which in case of subsequent absences, may affect the final grade;
  - j. major tests and other announced forms of Student assessment:
    - i. when setting a date of the assessment, a subject Teacher announces the possibility of retakes or lack thereof,
    - ii. if retakes are allowed, then the retake must take place within two weeks (non extendable) of receiving the original grade.
    - iii. a subject Teacher sets the limit on how many times Students can claim 'unpreparation'. This, however, does not apply 30 days before classification. 'Unpreparation' can't be claimed on a day of a written assessment or during a review lesson preceding a test.
5. Grades must be made available to Students and their Parents.
6. The assessment documents are made available to the Students in a manner specified by the Teacher.
7. The Teacher may be asked to justify the grade assigned to the Student at the request of the Student or the parent.
8. If, while writing a paper, a Student uses so-called artificial intelligence (AI) to generate part of the text, the references and/or citations must be clearly marked, and a full transcript of any prompts given to AI and full generated answers must be included in the appendix to the paper. The AI-generated portion of the text must not exceed 20 percent of the total text. If the authenticity of the Student's work is in question, the Teacher has the right to request a new version.
9. On dates specified by the Principal and published in the School Year Calendar, Teachers determine the final and semester grades. In High School, additionally, Teachers determine mid-semester grades (called rankings).
10. Classification grades are determined by subject Teachers, and the conduct grades are determined by the homeroom Teacher.

11. Classification grade should result from component grades (but may not necessarily be an arithmetic average) and should reflect the activity and consistency of Student's work during the classes.
12. Starting grade four of primary school, a Student who, as a result of the end-of-year classification of all compulsory educational classes, obtains the end-of-year GPA (Grade Point Average) of at least 4.75 and at least a 'very good' end-of-year conduct grade, is promoted to the next grade with distinction.
13. A laureate of a subject competition with a regional or supra-regional range and a laureate or a finalist of the national subject olympics in the given educational class, receives the highest positive end-of-year classification grade. If a Student receives the above-mentioned titles after the end-of-year classification grade has been determined, the grade is changed to the highest positive end-of-year classification grade.

### **§ 3 INFORMING STUDENTS AND PARENTS ABOUT**

#### **SEMESTER AND FINAL GRADES**

1. A school year is divided into 2 semesters. Students are classified twice a school year, i.e. at the end of the first semester (January) and at the end of the school year (June).
2. In high school, a mid-semester assessment of Student's progress is conducted twice in the school year ( ranking).
3. Approximately one month before the semester/end-of-year classification meeting of the Teachers' Council, Teachers are obliged to provide homeroom Teachers with a list of Students who are at risk of failing a subject or not being classified. The homeroom Teacher enters this information into the e-register and informs these Students and their parents/legal guardians.
4. No later than two weeks before the end-of-year classification meeting of the Teachers' Council, Students and parents are informed by e-register about the predicted final subject grades and the predicted final conduct grade.

### **§ 4 RULES OF CLASSIFICATION AND PROMOTION**

1. A primary school Student in grades 1-3 is promoted to a higher class each school year if his/her educational achievements in a given school year have been assessed positively.
2. In exceptional cases, if a Student has not mastered the requirements of the core curriculum nor the PYP curriculum taught in English, the Teachers' Council may decide for such 1-3 grade Student to repeat the grade, at the request of the homeroom Teacher after consulting the parents of the Student, or at the request of the Student's parents after consulting the homeroom Teacher.
3. Starting grade IV of Primary School, a Student gets a promotion to the next grade, if he/she receives positive end-of-year grades from all compulsory subjects, per grade description noted in § 1 section 8 items a-e.
4. A High School Student gets a promotion to the next grade if he/she receives positive end-of-year grades from all compulsory subjects, per grade description noted in § 1 section 8 items a-e, with an exception of section 5.
5. At the end of second year of Highs School (HS2), Students sit a compulsory English exam to check their language proficiency needed to continue education in the IB DP (DP1-DP2). A Student must receive at least 75% on the above-mentioned exam in order to study in DP. In some cases a Principal may allow a Student to study in DP even if he/she has scored lower than 75% on the exam.
6. HS2 Students may be exempted from the exam described in point 5 above if their English grade calculated one week before the exam is at least 75%,

7. In some cases, the Principal may allow a Student to continue his/her education in IB DP despite the failure to obtain a score of at least 75% on the exam described in point 5.
8. A Student graduates from primary school or high school school when:
  - a. as a result of the final classification, the Student has received positive final grades in all obligatory educational classes,
  - b. in the case of primary school, the Student has taken the Polish National Eighth Grade Exam,
9. A primary school Student who has not fulfilled the conditions referred to in point 6 of this paragraph, shall repeat the last year of primary school and take the Polish National Eighth Grade Exam that year.
10. A high school Student who has not fulfilled the conditions referred to in point 6a of this paragraph, shall repeat the last year of high school.

### **§ 5 APPEALING GRADES**

1. A failing final grade set by a Teacher can only be changed as a result of a Retake Exam.
2. If a Student is not classified and there is no basis to determine a grade due to excused absences (exceeding half of the class time), the Student may take the Classification Exam, only if, together with the parents, the Student has previously submitted a Classification Exam Request to the principal.
3. A Student who is unclassified due to unexcused absences may take the Classification Exam only with the consent of the Teachers' Council.
4. A Classification Exam Request must be valid (e.g. medical note) and submitted in writing no later than one week prior to the end of the didactic classes.
5. Starting grade four of primary school, a Student who, as a result of the end-of-year classification, obtained a failing grade in one or two compulsory educational classes, may take a Retake Exam in these subjects.
6. A Student or the parents may report objections to the principal, if they believe that the semester/end-of-year classification subject or conduct grade has been set in violation of the Assessment Regulations. In accordance with the Ministry of Education procedures on the conditions and manner of assessing, classifying and promoting Students as well as conducting tests and exams in public schools, the objections may be reported within 7 days from the last day of the educational classes.
7. If it is determined that the semester/end-of-year classification subject grade, or end-of year classification conduct grade, has been set in violation of the law concerning the procedures of assessment, the principal shall appoint an exam board which:
  - a. in the case of the semester/end-of-year classification subject grade: conducts a written and oral exam and determines the semester/end-of-year classification subject grade;
  - b. in the case of the end-of-year classification conduct grade, determines the end-of-year classification conduct grade by a simple majority vote. In the event of an equal vote distribution, the exam board chairman has the deciding vote.
8. The exam referred to in point 7 of this paragraph, shall be conducted no later than within 5 days from the date the objections were reported. The date of the exam is set together with the student and his/her parents (legal guardians).
9. The conditions for the above-mentioned exam are described in the Ministry of Education regulations on the conditions and manner of assessing, classifying and promoting pupils as well as conducting tests and exams in public schools.



## **CHAPTER 2**

### **RETAKE AND CLASSIFICATION EXAMS**

#### **§ 1 PROCEDURES AND RULES OF CONDUCTING CLASSIFICATION EXAMS**

1. A Student unclassified due to excused absences may take the Classification Exam.
2. A Student unclassified due to unexcused absences may take the Classification Exam only with the consent of the Teachers' Council.
3. The Classification Exam shall be conducted no later than on the day preceding the date of completion of the school year didactic and educational classes. Information about the date is given to the Student and the parent.
4. The Classification Exam shall be conducted in writing and orally.
5. The Classification Exam in art, music, design technology, ICT and physical education shall primarily take the form of practical tasks.
6. The Classification Exam shall be conducted by an exam board appointed by the principal, consisting of:
  - a. the subject Teacher conducting the given class – as the chairman of the exam board
  - b. a Teacher of the same or a related subject
7. A protocol of the Classification Exam shall be drawn up containing:
  - a. the name of the subject in which the exam was conducted
  - b. the first and last names of the members of the exam board
  - c. the exam date
  - d. the first and last name of the Student
  - e. exam tasks
  - f. the determined classification grade
8. Student's written work, concise information about the Student's oral responses and concise information about the Student's practical task shall be attached to the protocol. The protocol constitutes an attachment to the Student's Permanent School Record.
9. The grade determined as a result of the Classification Exam is final.
10. A Student, who for justified reasons, didn't take the Classification Exam on the set date, may take it within an additional deadline set by the principal and with the consent of the Teachers' Council.
11. Documents justifying a Student's absence on a Classification Exam are:
  - a. a medical leave issued by a doctor,
  - b. a written note explaining serious life circumstances signed by the Student's parents.

All documents must be submitted no later than one day after the exam date. After analysing the reasons, the principal may set another exam date and shall inform the Student.

#### **§ 2 PROCEDURES AND RULES OF CONDUCTING RETAKE EXAMS**

1. A Retake Exam is conducted at a valid written request of the Student or the Parents submitted to the Principal prior to the last meeting of the Teachers' Council. The date of the Teacher's Council is specified in the School Calendar. (uscislic ktora rada)
2. Date of the exam is set by the principal for the last week of the summer holidays.
3. In order to conduct a Retake Exam, the principal shall appoint a three-person exam board composed of:
  - a. the principal or a Teacher appointed by the principal, as the chairman of the exam board,
  - b. Student's subject Teacher as an examiner,

- c. a Teacher of the same or a related subject as a member of the exam board.
4. The Student's subject Teacher may be exempted from serving on the exam board at his/her own request. In this situation, as well as in other specially justified cases, another teacher of the same subject from ISoP or another school is appointed as the examiner (in agreement with the principal of that school).
5. The Retake Exam is conducted in writing and orally, except for the following subjects: art, music, ICT, design technology and physical education, in which the exam should be conducted mainly in the form of practical tasks.
6. Exam questions (exercises, practical tasks) are proposed by the examiner and approved by the chairman of the exam board in agreement with the exam board member.
7. A protocol from the conducted Retake Exam shall be drawn up, containing:
  - a. the name of the exam subject
  - b. the first and last names of the members of the exam board
  - c. the exam date
  - d. the first and last name of the Student
  - e. exam tasks
  - f. determined grade of the Retake Exam
8. Student's written work, concise information about the Student's oral responses and concise information about the Student's completion of the practical task shall be attached to the protocol. The protocol constitutes an appendix to the Student's Permanent School Record.
9. If a Student receives a failing grade in the end-of-year classification, the Student, after submitting a written request to the principal, may take a Retake Exam, however, at the very best will receive a poor grade for the Retake Exam.
10. A Student who fails a Retake Exam does not receive a promotion to the next grade and fails the grade. The Principal makes the decision if to allow the Student to repeat the year, after consulting the Teachers' Council.
11. A Student who, for justified reasons, could not sit a Retake Exam on a set date, may take it at a different date set by the principal with the consent of the Teachers' Council.
12. Documents justifying a Student's absence on a Retake Exam are:
  - a. a medical leave issued by a doctor,
  - b. a written note explaining serious life circumstances signed by the Student's parents.

All documents must be submitted no later than one day after the exam date. After analysing the reasons, the principal may set another exam date and shall inform the Student.



### **CHAPTER 3 ASSESSING STUDENT CONDUCT**

#### **§ 1 GENERAL PROVISIONS**

1. Conduct assessment is an opinion about the Student's fulfilment of school duties, personal culture, attitude towards peers, school staff and others.
2. Conduct grade shall not affect subject grades.
3. Student's conduct is assessed as follows:

EXCELLENT	E
VERY GOOD	VG
GOOD	G
SATISFACTORY	S
INAPPROPRIATE	IA
REPREHENSIBLE	R

4. Grade GOOD is the starting point for Student conduct assessment.
5. The number of hours of unexcused absences is one of the criteria for Student conduct assessment.

#### **§ 2 STUDENT CONDUCT ASSESSMENT**

1. During the first homeroom lesson, the homeroom Teacher announces detailed criteria of conduct assessment to the Students, noting it in the register.
2. Conduct grades are determined by the homeroom Teacher by a date specified by the principal. When determining the conduct grade, the homeroom Teacher takes into account:
  - a. opinion of subject teachers and conduct grades proposed by them,
  - b. opinion of the class (peers),
  - c. Student's self-assessment.
3. Conduct grade set for the last semester of the school year is an assessment that takes into account Student's conduct in the first semester.
4. Parents are informed of a Student's inappropriate behaviour in a timely manner by e-register or by phone. Parents are required to personally contact the homeroom Teacher or the principal to clarify the circumstances of the misbehaviour.
5. The conduct grade set by the Teacher cannot be revoked or changed by an administrative decision.

#### **§ 3 STUDENT CONDUCT ASSESSMENT CRITERIA**

1. The semester and end-of-year classification assessment of Student conduct shall take into account the following areas:
  - a. the fulfilment of the Student's responsibilities: (e.g. attitude towards education, observance of school regulations, e.g. uniforms, electronic devices, punctuality, timeliness, fulfilment of tasks and responsibilities)
  - b. acting with the good of the school community in mind (e.g. caring for the school's image, honourably representing the school in various school and extracurricular events, involvement in the life of the class and school, caring for school property)
  - c. caring for his/her own and other Students' safety and health (e.g. opposing violence, physical and verbal aggression)
  - d. dignified and cultural behaviour at school and outside (including Student integrity, language and word culture)
  - e. caring for global security on the Internet, safe use of the Internet and mobile phones, free from acts of cyber violence as well as observing the principles of cultural communication through e-register and school e-mail
  - f. respect for other people's opinions, property, tolerance and respect shown both to peers and school staff
2. The number of unexcused hours (0-2 unexcused hours – excellent grade) is an important criterion taken into account when determining the conduct assessment; 3-5 unexcused hours – very good grade; 6-10 unexcused hours – good grade; 11-18 unexcused hours – satisfactory grade; over 19 unexcused hours – inappropriate or reprehensible grade). Being tardy three times is treated as one unexcused hour.
3. A Student's conduct that grossly violates moral and social norms should result in the lowering of the final conduct grade (up to and including reprehensible).
4. If a Student commits a serious violation in the period between the determination of the conduct grade and its approval by the Teachers' Council, the homeroom Teacher may amend the assessment by informing the principal and the Teachers' Council.

E/OP/rev.AK+AZ+AK.08.23/app.TC.30.08.2023