



# **ASSESSMENT & EXAMINATION POLICY**



## 1. POLICY STATEMENT

Light international school, Mombasa (LISMSA) is committed to regular, fair, and accurate assessment of a students' academic progress. The purpose of this policy is to support the pursuit of excellence at Light International School Mombasa (LISMSA). The document is intended to outline the processes and requirements necessary for successful administration and tracking of LISMSA Students' Assessments.

The policy will be governed by LISMSA administration and enforced by the LISMSA teachers and other support staff involved in preparation of examination material.

## 2. ROLES OF RESPONSIBLE PARTIES

### (i) Principal

- Overall responsibility for the school as an exam center.
- Forms part of the decision making panel in cases of malpractices.
- Overseers, directly or indirectly the activities and processes of the examinations and administration of the same.
- Presides over Examinations performance evaluation reports.

### (ii) Deputy Head

- With the Exams Officer, ensures that the candidates are aware of the LIS Mombasa regulations for conduct in examinations.
- Following up suspected malpractice.

**(iii) Exams Officer / Academic Coordinator**

- Manages the administration of internal exams and production of exam results.
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as may be agreed from time to time.
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time to ensure that marks are uploaded on COOLSIS, and the weighting is done appropriately.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes.
- Ensures that new teachers are trained in matters related to exam supervision and monitoring.
- Liaises with the Deputy Head in producing exam timetables and invigilation rota for all internal exams.
- Prepares and presents reports to the Deputy Head showing results achieved.
- Ensures that the candidates are aware of the School exam rules and regulations as encapsulated in the document, clause No. 3. of the students' Handbook.
- Administers access arrangements and makes applications for special consideration in liaison with the Learning Support Department.
- Ensures confidentiality agreements are signed.
- Forwards, in consultation with the Heads of Departments, any appeals/re-mark requests.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam.

**(iv) Head of Careers**

- Guidance and careers information in tandem with examination requirements and subject selection.

**(v) Heads of Departments**

- Overseeing of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures, evaluation and analysis.
- Liaise with subject teachers to ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

**(vii) Subject Teachers**

- Notification of failure to meet the class attendance requirement to sit an exam.
- Ensure that during the examination period, there is silence in the compound.
- Accurate completion of coursework marks and entry of the same on COOLSIS.
- Uphold strict adherence to examination deadlines.
- Ensure that exams are ratified by the heads of Departments before copies are made.

- Ensure that sufficient copies are made for the candidates in that subject. No printing more than two extra copies of any exam.
- Mark and reward candidates objectively and professionally.

**(viii) Photocopying Officer**

- Uphold strict adherence to the integrity of examinations.
- Making clean copies of the exam papers.
- Neatly arrange and staple exam papers and inserts as per requirement of each exam.
- Putting under lock and key any papers that have not been returned to the teachers.

**(ix) Learning Support Department**

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment — to help candidates achieve their course aims.

**(x) Invigilators**

- Collection of examination papers and other material from the Examinations Office before the start of examination.
- Strict adherence to invigilation rules. No use of mobile phones during the invigilation period. No marking or reading during this period.
- Collection of all exam papers in the correct order at the end of the examination and their return to the exams office.
- Checking of collected scripts on the attendance register.
- Completion of a Seating Plan for all examinations.
- Signing of the invigilators form of allegiance and responsibility.

**(xi) Candidates**

- Confirmation of entries in cases of mixed sitting plan.
- Observance of examination periods: should sit in the examination room, full time.
- Punctuality in all exams.
- Loyal attendance of classes to meet the requirement to sit exams.
- Restriction of movement, any movement, unless as directed by the invigilator(s).
- Maintain total silence during the examination period, and even after the examination period.

### **3. TYPES OF ASSESSMENT**

There are three types of assessments that are used at LISMSA. These are:

Informal Assessments:

1. Class participation
2. Class conduct

Formal Subject Assessments:

1. Homework
2. Projects
3. Continuous Assessment (Unit Tests, Topic Tests, Orals and Practicals etc.)
4. Mid Term Examinations
5. End of Term Examinations

Formal External Examinations:

1. Cambridge Progression Tests
2. Cambridge Checkpoint Examinations
3. IGCSE Examinations

#### **Informal Assessments**

Informal Assessments refer to progress made in class. Aside from teachers entering these marks in a timely manner onto our Student Information System (SIS), there is no formal reporting procedure followed.

Information Assessments may involve conversations with students and parents regarding general observations on progress.

## **Formal Subject Assessments**

Formal Subject Assessments are marked, graded, and reported on, with feedback given for improvement, and are included in students' reports.

Includes:

- Homework
- Project
- Continuous Assessment (Unit Tests, Topic Tests, Orals and Practicals etc.)
- Mid Term Examinations
- End of Term Examinations

### **3.1 HOMEWORK**

Homeworks shall be given in line with the content covered in class or content projected to be covered within the instruction period. Every subject teacher will come up with their homework considering the weight of material and the needs of their subject.

Homework is incorporated into the final SIS report result.

Homework should support and reinforce the concepts of units learnt

Students are expected to hand in their homework by the due date.

Parents are encouraged to follow their child's progress via LISMSA SIS, and support students.

Teachers are expected to:

- Create homework for the upcoming term before the term begins
- Announce homework onto SIS that is related to what students are learning
- Mark students homework and make corrections on the homework as necessary
- Submit and upload onto SIS the results of homework no later than three working days after the homework was due

When a teacher notices that a student is not handing in homework frequently, the teacher is to notify the administration through the student's behavior on the SIS and call or email the parents of the student to inform them about missing homework.

### **3.2 PROJECTS**

Projects are an essential part of consolidating knowledge that the student has acquired over the course of the unit. Subjects are to determine their own criteria for projects. LISMSA encourages subject teachers to give all students short- and long- term projects.

Projects are incorporated in the final SIS report result.

Students are expected to complete their projects in the given time frame.

Parents ought to follow learners' projects and support them intellectually, morally and financially.

### **3.3 UNIT TESTS (CATs)**

Unit tests are short forms of assessment of students' work, which occur at the end of every unit taught.

Students are expected to prepare themselves by revising for the test, and come prepared with all necessary stationary e.g. geometry set, calculator.

### **3.4 INTERNAL EXAMINATIONS**

Internal Subject exams are exams that are set by the teacher, and assess the material covered in the subject

Internal Subject exams occur twice per term as Mid-term & End of Term Exams.

Internal Subject exams are different from CATs, as they cover more than one unit within the scope of work covered.

Students are expected to prepare themselves for the exams through attending classes, consulting teachers, revising material covered, providing necessary items to sit the exams, and following exam rules and regulations whilst in the exams.

### **3.5 EXTERNAL EXAMINATIONS**

External Examinations are those that are not set by LISMSA, but are set, marked, graded, and reported on, by an external body.

LISMSA uses the Cambridge Assessment system; Cambridge Assessment (CA) sets the external examinations.

The external examinations schedule is arranged by CA, and occurs twice in a calendar year. CA exams usually fall within the months of April/May/June and October/November.

CA exams are overseen by LISMSA's designated, and Cambridge approved, Academic Coordinator.

Students and parents are responsible for their own registration, so they must register for the external examinations by the designated time. The Academic Coordinator will communicate this date with students and parents.

Results will be sent to LISMSA by CA. When they are ready, the Academic Coordinator will contact parents to come and receive the students' results.

## **4. EXAMINATION PROCESS**

The examination process consists of activities before examination, during the examination and after examination.

### **Before Examination**

- Before the exam, the invigilator will enforce both the examination attendance sheet and seating plan.
- Phones are strictly forbidden, but other necessary gadgets are allowed, depending on the subject exam. The cover of calculators is not allowed. Only transparent pencil cases are allowed.
- Check that the examination room has adequate seating, lighting, ventilation and a clock visible to all candidates and that any special facilities required by disabled students have been provided.
- Students must be ready in the examination room at least 10 min before the exam, to be able to listen to and follow instructions.
- The Invigilator asks candidates to check and confirm that they have received the correct examination paper as scheduled and remind them to read carefully any instructions given on the question/answer book and at the top of the question/answer paper.

### **During Examination**

- Invigilator(s) to record incidents in the incident form.
- Ensure that there is total silence in the examination room.
- Invigilator is to walk around without distracting candidates.
- Ensure there is no sharing of material or any communication among candidates.

- Students are to raise their hand to ask questions. The Invigilator can answer the question unless the question is related to the content of the exam.
- Students are allowed to go to the toilet one by one under supervision of an invigilator.
- In a medical emergency, the invigilator is required to take action, and report this to the Academic Coordinator.
- Do not allow any student to enter the examination room after more than half of the the duration of the examination has passed since the start of the examination.
- Normally distribute answer scripts first, followed by question papers.
- Do not leave the examination room unattended or send a student to collect material from the exam office or any other place.
- Announce a time warning at least five minutes before the end of the examination, advice students on the time left.
- Students must remain in the examination room until the end of the examination period.
- Invigilators outside the exam room ensure the corridors are clear and silent and check students getting out of examination rooms to use bathrooms do not use the opportunity to cheat.

***NB. During the examination the invigilator should remain vigilant at all times***

### **After Examination**

- Collecting examination papers (in silence)
- When the invigilator allows, students can leave the room.
- Invigilator hands in examination papers to the Academic Coordinator.
- Unmarked exam papers are to be kept in the examination office
- The Invigilator is to report suspicious conditions to the Academic Coordinator and related coordinator with the seating plan.
- When the duration expires, instruct candidates to stop writing and collect the answer scripts from students as they remain in their seats in silence.
- Ensure the number of scripts tallies with the attendance register
- Complete and sign the invigilators report mentioning any circumstances, breach of examination rules, etc. If, for a particular reason, extra time has been allowed to any candidate, note this on the invigilation report form.
- Answer scripts should be handed to the authorized person immediately after the exam.

### **REPORTING OF ISSUES**

If an issue occurs during the exam, the Invigilator is to report the incident to the Academic Coordinator and/or Secondary Coordinator. The matter should be reported to the head of the Centre: the principal, without any delay. It should be presented in writing and concerned person(s)document statements related to the issue.

### **MARKING EXAMS**

- Internal subject exams are marked by subject teachers, whereas external exams are sent back to CIE by Academic Coordinator.
- All internal subject exams are marked within the agreed deadlines. Teachers must be strictly professional, judicious, fair and clear in their marking criteria.
- The HOD to check that the marking is fair and accurate.
- Scores for examinations are accurately recorded in the mark book and the same submitted to LISMSA SIS.
- Once exams are marked, and approved marks are entered into SIS, the exam papers are to be returned to the students or to the Examination Officer for archiving.



## **5. GRADING SYSTEM**

Subject grades are awarded approximately as follows:

### **YEARS 7, 8, and 9**

Exam %age depends on the subject.

### **IGCSE**

Grade Range:	D	50 – 59
A* 90 – 100	E	40 – 49
A 80 – 89	F	30 – 39
B 70 – 79	G	20 – 29
C 60 – 69	U	0 – 19

### **Part B**

### **CAMBRIDGE INTERNATIONAL EXAMINATIONS REQUIREMENTS.**

During the Cambridge International Examinations all candidates sitting for their examinations MUST **HAVE** the following:

- 1) A calculator **version FX-82MS, FX 82 ES PLUS, FX 570 ES PLUS (STRICTLY).**
- 2) Transparent geometrical sets with full equipment.
- 3) 30 cm ruler(s).
- 4) 2 blue, 2 black Pens and 2 HB pencils.
- 5) Transparent pen/pencil pouch.
- 6) Transparent water bottle (optional).

#### **NOTE THAT THE FOLLOWING ARE THE UNAUTHORISED MATERIALS:**

- calculator cases
- instruction leaflets
- bags
- non-transparent pencil cases
- any packaging with images or text on it (candidates should put food, drink, batteries or any other equipment in transparent, plain packaging)
- computers of any sort
- electronic or radio communication devices
- any recording device
- mobile telephones
- tablet computers
- e-readers
- any other electronic device that enables external communication or the storage and retrieval of data, including smart watches
- cameras
- Bluetooth headsets
- portable music players.

### **MALPRACTICE**

Malpractice is any action that breaks our regulations and potentially threatens the integrity of our exams and certification. Malpractice can happen before, during or after timetabled exams or other assessments.

### **Candidate malpractice**

Candidate malpractice means malpractice committed by a candidate. The following are examples of candidate malpractice. The list is not exhaustive and we may consider other instances at our discretion:

- bringing unauthorised materials into the exam room.
- disruptive behaviour in the exam room (including using offensive language)
- copying from another candidate
- collusion
- plagiarism: failing to acknowledge sources and/or submitting another person's work as if it were their own
- seeking, obtaining, receiving, exchanging or passing on confidential exam material by any means
- failing to follow an invigilator's instructions
- failing to follow the conditions of supervision designed to maintain the security of the exams
- theft of another's work
- the deliberate destruction of another's work
- including threatening, offensive or obscene material in scripts or coursework
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- the alteration, falsification or mis-representation
- behaving in such a way as to undermine the integrity of the exam.

### **Please note that:**

*Candidates at all times should be well groomed before, during and after the examinations. Private Candidates are advised to dress in a black trouser/skirt and a white shirt/blouse. Any breach of the school and Cambridge regulations will lead to automatic disqualification and dismissal. Candidates are expected to be seated in the exam room **20 minutes** before the exam start time. No consideration will be given to candidates who arrive late.*

### **PRE-RESULTS AND POST-RESULTS SERVICES**

KINDLY NOTE THAT THE FOLLOWING CHARGES WILL BE APPLICABLE ON THE SERVICES LISTED:

THE EXAMINATION FEES IS AS FOLLOWS;

#### **SCHOOL CANDIDATES**

##### **1. RESITS**

- **A LEVELS 15,000/=** Per Subject
- **IGCSE 13,000/=** Per Subject (Apart from Art)

##### **2. FRESH REGISTRATION**

- **A LEVELS (Year 12 or Year 13) 15,000/=** Per Subject

- A LEVELS Linear (**Year 12 and Year 13**) **18,000/-** per subject
- **IGCSE 13,000/=** Per Subject
- CAMBRIDGE CHECKPOINT SECONDARY 1 (YEAR 9) **KSH. 9,000 PER SUBJECT** (ONLY FOUR SUBJECTS TO BE REGISTERED FOR I.E MATHS, ENGLISH, SCIENCE AND GLOBAL PERSPECTIVES)
- CAMBRIDGE CHECKPOINT PRIMARY (YEAR 6) **KSH. 8,000 PER SUBJECT** (ONLY THREE SUBJECTS TO BE REGISTERED FOR I.E MATHS, ENGLISH AND SCIENCE)
- CAMBRIDGE ICT STARTER YEAR 3-4 **KSH. 5,000**
- CAMBRIDGE ICT STARTER YEAR 5-6 **KSH. 7,000**

### 3. LATE REGISTRATION

- A LEVELS **22,500/=** Per Subject
- IGCSE **19,500/=** Per Subject (Apart from Art)

## PRIVATE CANDIDATES

### 1. FRESH REGISTRATION

- A LEVELS (Yr 12 or Yr 13) **20,000/=** Per Subject
- A LEVELS Linear (Yr 12 and Yr 13) **25000/- per subject**
- IGCSE **18,000/=** Per Subject
- CAMBRIDGE CHECKPOINT SECONDARY 1 (YEAR 9) **KSH. 11,000 PER SUBJECT** (ONLY THREE SUBJECTS TO BE REGISTERED FOR I.E MATHS, ENGLISH AND SCIENCE)
- CAMBRIDGE CHECKPOINT PRIMARY (YEAR 6) **KSH. 10,000 PER SUBJECT** (ONLY THREE SUBJECTS TO BE REGISTERED FOR I.E MATHS, ENGLISH AND SCIENCE)

### 2. LATE REGISTRATION

- A LEVELS **30,000/=** Per Subject
- A LEVELS Linear **37500/- Per subject**
- IGCSE **27,000/=** Per Subject (Apart from Art)
- Checkpoint Yr 9 **16500/=** Per Subject
- Checkpoint Yr 6 **15500/=** Per Subject

**NB: The candidates taking ART & DESIGN will add KSH. 13,000 on the Art Examination Fee to cater for materials required during coursework. Only school candidates qualify for the ART component.**

## REPLACEMENT CERTIFICATE

- REPLACEMENT CERTIFICATE (ALL LEVELS) **25,000/=**

## REVIEW OF MARKING AND CLERICAL RE-CHECK

- A LEVELS **20,000/=** Per Paper

- **O LEVELS 15,000/= Per Paper**

**REVIEW OF MARKING AND CLERICAL RE-CHECK WITH A COPY OF THE SCRIPT**

- **A LEVELS 30,000/= Per Paper**
- **O LEVELS 27,000/= Per Paper**

Please note that registration deadlines have got to be met by the concerned parties and Light International School will not be held responsible for laxity on the part of the parents/guardians in remitting the amounts herein specified.

For school candidates, before any registration is undertaken **ALL** the school fees plus the examination fee must be **FULLY PAID** to guarantee registration.

Private candidates must avail a passport photo, copy of ID and/or passport, birth certificate and copy of the previous exam certificate in case the candidate is registering for A Level exam, all in soft copies. Late Registration might not be considered from private candidates during the **JUNE series** due to the high number of candidates registering for the same.

**PAYMENT METHODS**

**1-Bank transfer/Cash deposit:**

BANK NAME : KENYA COMMERCIAL BANK  
 Swift Code : KCBLKENXXX  
 Account Number: 1297204174  
 Account Name: LIGHT INTERNATIONAL SCHOOL MOMBASA  
 Bank Branch: HAILLE SELLASIE  
 Branch Code: 01-288

**2-LIPA NA MPESA**

-Pay bill/business number: **522123**  
 -On the account number, 81983K AND ADMISSION NUMBER

**ACKNOWLEDGEMENT**

I confirm that I have read and understood the terms and conditions specified herein in the policy and I pledge to abide by all of them.

Candidate’s Name:..... Sign:.....  
 Date:.....

Parent’s/Guardian’s Name:..... Sign:.....  
 Date:.....

**AS LEVEL**

Grade Range:

a^ 80 – 100

b^ 70 – 79

^ 60 – 69

d^ 50 – 59

e^ 40 – 49

U 0 - 39

**A LEVEL**

Grade Range:

A\* 90 – 100

A 80 – 89

B 70 – 79

C 60 – 69

D 50 – 59

E 40 – 49

U 0 – 39

## **6. EXAMINATION MALPRACTICE**

Any action or inaction contravening the examination policy including but not limited to; Cheating, possession of prohibited materials, talking in exam room, sharing material, intentional display of one's work and excessive use of toilet will be construed as examination malpractice.

In case of any examination malpractice:

- Invigilator should record the incident.
- If a candidate is suspected of infringing examination room rules the invigilator should confiscate any unauthorized material in the candidate's possession, and endorse the candidate's script on the front cover with a note of the time when the alleged infringement is discovered.
- In the case of suspected collusion the invigilator should endorse the script of each candidate involved.
- Allow the paper to be finished, but all suspected material should be attached to the script.
- Inform the student(s) in question, at the end of the examination, that a report of the the incident will be submitted to the Academic Coordinator and Deputy

Principal.

- The consequences for academic misconduct are written in the student handbook.

## **7. REPORTS AND TRANSCRIPTS**

Formal School Reports and Transcripts will include:

- Full name of student, as on their passport
- Photo ID of the student
- Year level
- Year and date that report is given
- Homeroom Teacher's Name
- Subject Teacher Names
- School Stamp

Principal will sign the report.

Grades will be a combined score of:

- Unit Tests (CATs)
- Homework
- Class Conduct
- Mid-Term Exams
- End- Term Exams

Report comments are to be written in English. The English Department will be responsible for checking the reports for grammar, spelling, and sentence structure.

Parents and Students must collect the report in person to verify that the report has come from LISMSA.

Reports are only reprinted if there is either a mistake on the report, or it has been lost.

LIGHT INTERNATIONAL SCHOOL MOMBASA

ASSESSMENT POLICY © 2019

SIGN \_\_\_\_\_

YASIN YAKUT

**PRINCIPAL**