



Jamaica College Assessment Policy FOR TEACHERS

Prepared by: The Dean of Studies' Office

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An assessment policy is a set of protocols that are outlined to guide the assessment process of the school. This policy was developed to assess students' learning, to appropriately document assessment processes and to reinforce our partnership with members of the Parent-Community.

The assessment policy of Jamaica College stipulates the following:

GENERAL ASSESSMENT POLICY

Year 1 – 3: Minimum of two pieces of assessments every six weeks (combination of classwork and homework); One test every 6 weeks.

Year 4 – 6: Minimum of three pieces of assessments every six weeks (combination of classwork and homework); One test every 6 weeks.

Assessments can be written (standardized assessments such as multiple-choice questions, short answer questions, etc...), non-written (Oral presentations, practical projects, etc..) or both. There should be at least one major project per year administered through **project-based learning**.

At least one project for the year must be multidisciplinary. (***) Mandatory for grades 7 to 9)

At least one assessment per term must allow students to collaborate (group work).

At least one assessment per year must have parent or community involvement.

All assessment instructions and grades (where necessary) must be updated on Google Classroom.

Exams will only be in December and June (*Except Mock Exams*).

Exam topics should be released two (2) weeks before test/exam dates. (Test/Exam topics should be posted in Google Classroom and sent to both students and parents via email on Renweb).

LATE ASSESSMENT POLICY

Students should receive three days submission grace period after due date of assignment.

Extra time should be given to students representing the school; three days after the event.

The absent code (“Ab” / “A”) should be given to students who are absent from class when a graded **classwork** is given- (*Exceptions can be considered when student is absent from class but is present at school*).

Zeros given after the three days grace period can be changed ONLY based on the teacher’s discretion.

Late assignments after the three days are marked ONLY based on the teacher’s discretion. *For example, if a zero is not given to the student, the teacher may opt to deduct marks.*

Period of submission for assessments below.

Assessment Dates	Type of Assessments
<i>Sept 7 – Oct 7</i>	Coursework administered and graded (combination of classwork (1) and homework (1) - 2 pieces)
<i>Oct 10 – Oct 14</i>	Mid-Term test administered
<i>Oct 28</i>	Mid-term test grades due
<i>Nov 18-25</i>	First section of action plan completed; HODs should review in the week of November 21 – 28.
<i>Oct 19 – Dec 2</i>	Coursework administered (combination of classwork (1) and homework (1) - 2 pieces)
<i>Nov 21</i>	Exam Scripts due
<i>Dec 1 or 5</i>	Exam administered (one 2hr/ 11/2hrs paper for year 1 to 4; one 2 1/2 hr paper year 5 to 6). Upper school begins December 1 st , lower school begins December 5 th .
<i>Dec 16</i>	Christmas break
<i>Dec 19</i>	SBA Classes (Sciences)
<i>Jan 9th</i>	School Resumes
<i>Jan 9 – Feb 21</i>	Coursework administered (combination of classwork (1) and homework (1) - 2 pieces)
<i>Jan 23 – 31</i>	Parent-Teacher’s consultations begin
<i>Feb 22, 23, 24</i>	Mid-term starts

<i>Feb 27 – April 6</i>	Coursework & Test administered (combination of classwork (1), homework (1), and test (1)- 3 pieces)
<i>Mar 6 – 24</i>	Mock Exams (two papers)
<i>April 6 - 14</i>	Easter break
<i>April 17</i>	School Resumes
<i>May 15 – 19</i>	Coursework administered and graded (combination of classwork (1), homework, and test (1)- 3 pieces)
<i>May 22, 23</i>	Mid Term
<i>June 5</i>	Exam scripts due
<i>June 19 – 30</i>	End of year exams

*** Document subject to change

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