



## Jamaica College Assessment Guidelines FOR TEACHERS

*Last Updated: October 2024*

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

**The assessment guidelines of Jamaica College stipulate the following:**

### **SECTION 1: GENERAL ASSESSMENT GUIDELINES**

#### **Sub-Section 1.0**

**Year 1 – 3:** Minimum of two pieces of assessments **every six weeks** (combination of classwork and homework **should be entered before or on the 6<sup>th</sup> week mark of each term**); One test every 6 weeks.

#### **Sub-Section 1.1**

**Year 4 – 6:** Minimum of three pieces of assessments **every six weeks** (combination of classwork and homework **should be entered before or on the 6<sup>th</sup> week mark of each term**); One test every 6 weeks. ***SBA grades should be included in the required graded pieces and entered in the gradebook.***

#### **Sub-Section 1.2**

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.

#### **Sub-Section 1.3**

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

#### **Sub-Section 1.4**

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

#### **Sub-Section 1.5**

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).

#### **Sub-Section 1.6**

SBA grades and Internal assessment grades must be entered in the gradebook section either under the Classwork category or the Homework category; this grade must be clearly labelled using the following keywords or acronyms, SBA Grade, Internal Assessment Score, SBA grade for Lab 1, or Final IA grade. The naming convention is flexible according to the subject area; however, the keywords/acronyms must be included.

### Sub-Section 1.7

Give students opportunity to practice before recording grades (at least one opportunity per topic)

### Sub-Section 1.8

In the event that an assessment piece is misplaced by the teacher, the code “P” should be entered in Renweb until the assessment piece is located. The school’s leadership team must be notified of this situation so that the appropriate communication can be relayed to the parents.

### Sub-Section 1.9

There should be NO homework given to the students on a weekend day (Saturday/Sunday) that is due on the immediate weekday (Monday).

### Sub-Section 1.10

There should be NO blank spaces in the Renweb gradebook. Use the appropriate gradebook codes as listed below.

	Code	Status	% Value
✕	P	Pending	
✕	M	Missing	0
✕	I	Incomplete	0
✕	AE	Excused	

## SECTION 2: LATE ASSESSMENT GUIDELINES

### Sub-Section 2.0

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

### Sub-Section 2.1

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

### Sub-Section 2.2

The absent code (“AE”) 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*).

### Sub-Section 2.3

Zeros given after the three-day grace period can be changed ONLY based on the teacher’s discretion or based on the discretion of the school’s leadership team.

### Sub-Section 2.4

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

\*\*\* Document subject to change

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