

FUNDACIÓN EDUCACIONAL SANTIAGO COLLEGE

INTERNAL ASSESSEMENT REGULATIONS

2011

The regulation here below was prepared according to the following guidelines:

- The legal decrees established by the Ministry of Education ruling on this matter, and
- The requirements and guidelines established by the Academic Strategic Plan approved by the Board of Santiago College.

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INTERNAL ASSESSMENT REGULATION and ACADEMIC CONDITIONS FOR RENEWAL OF ENROLMENT ¹

Assessment is a common and systematic practice of Santiago College's teachers. This is a continuous and daily procedure that gives feedback on the teaching-learning process. This allows teachers, when needed, to re-adequate methodologies and know the level of achievement of each of the objectives of our programs.

Article 1: Elaboration of Regulation

The internal assessment regulation was written by the Principals, the Academic Coordinator, the corresponding Curricular Coordinator, Heads of Departments, members of the Guidance department and teachers according to Decree Law No. 511/97; 158/99; 112/99; 83/01 and 107/03.

Article 2: Communication to students: objectives, a projected plan of learning achievements and assessment criteria.

At the beginning of each year, the teachers will inform their students about the objectives, learning achievements and assessment criteria corresponding to their grade level. These must be in agreement with the International Baccalaureate programme and the plans and activities required by the Chilean Ministry of Education.

¹ With the purpose of having all the Santiago College's community updated through prompt and continuous information about assessment regulations, this is permanently accessible at the school's webpage (www.scollege.cl). Additionally, every family of the school will receive a hard copy.

Article 3: Assessment Calendar

- 3.1. Each semester students will be assessed in all sub-sectors, subjects on the study plan. There is no exact number of grades required in each subject area.
The school calendar assessments will be handed out each semester.
- 3.2. Subject teachers of each grade level will plan the assessment calendar for each year group (or class). This plan will specify the assessment procedures and corresponding dates, considering a coherent distribution throughout the semester.
- 3.3. The assessment calendar will be communicated orally to students by their teachers at the beginning of each semester and through the school's webpage.

Article 4 : Strategies to assess learning

Santiago College curricular framework encourages the teaching and learning of significant knowledge. This implies the development of a variety of teaching methodologies which at the same time generate formative and summative assessment instruments.

- 4.1. The procedures used to assess the student's performance will be applied to measure specific objectives of each subject and consequently should include several assessment tools according to the established criteria. Among them : direct observation, assessment roster, personal interviews, open question; multiple choice questions, oral presentations, research papers, self-evaluation – peers evaluation hand-on works or exercise quizzes, homework, class participation, group works, study guidelines, portfolios, experiments, or other defined according to the needs of each subject.

Team work is one of the skills that our students ought to attain, implying their understanding that each one has to be made responsible for working in an efficient and effective way to comply with the common objective. Thus, the team work must be assessed in such a way that each student obtains the grade reflecting his/her actual contribution

- 4.2. Subject areas can weigh differently the assessment instruments according to their level of complexity, the objectives and assessment criteria being assessed.
The level of difficulty of each assessment instruments must be coherent with the objectives, relevance and level of thinking skills required by the content being assessed

Article 5: Record and communication of results

- 5.1. The subject teacher will keep a performance and achievement record of each student.
 - 5.1.1 In 1^o and 2^o grade assessment results will be expressed by concepts during the school year. The conceptual scale is the following: Excellent(E); Very Good (VG); Good (G); Average (A) and Needs Reinforcement (NR)
 - 5.1.2 From 3rd grade to 12th grade the results of the assessment will be communicated using the numeric scale 1 to 7.
- 5.2. The assessment results must be conveyed through the school's procedure (class books or School Track) immediately after being handed over to the students, so the homeroom teachers and parents are well informed.
- 5.3. At the end of each semester an electronic or written report will be handed over to parents. This will allow them to know the progress stage of their pupil(s) in each of the subjects. This does not mean that the school may not inform parents about the student's academic performance at any time.

Article 6: Absence scheduled assessments (tests, oral presentations)

(This article only applies for students from 6th grade to 12th grade)

6.1. Absence to scheduled tests.²

- 6.1.1. Students may only be absent to previously scheduled assessments (tests, oral presentations, etc.) due to health problems, family emergencies or written communications duly authorized by the Principal.
- 6.1.2. No family trips will be authorized during the end of semester final tests or end of the year summative tests.
- 6.1.3. Any student who fails to be present in a scheduled assessment (test, oral presentation, etc.) must hand in a medical certificate to the homeroom teacher or Principal at the returning date to school. Students who are absent due to family reasons or imperative reasons must deliver a written justification from their parent, otherwise it will be considered as a serious fault and therefore it will be ruled under the Conduct Code.

² Arts, Technology , Physical Education – Sports and Religion are not included in this article for the singularity of its assessments. Each of these subjects will provide students with their own regulations in respect of this point.

6.2 Students who fail to take a scheduled test

6.2.1 The students from 6th to 8th Grade will sit for deferred tests on Friday after regular school hours. This will be the only instance to take them. These tests are priority over any other school activity.

6.2.2 The Upper and High School students must sit a deferred test on the next Saturday from the date of absence at 8:15 a.m. wearing the school uniform. These tests will have priority over any other scheduled Saturday activity (i.e. sports activities, hands on activities, etc.).

6.3 **Unjustified absences to a scheduled or deferred test**, enables the school to take it on the date and conditions (oral or written evaluation) of its convenience, it can even be taken the same day the student returns to classes. Unjustified absences constitute a serious fault and will be sanctioned as such (see Code of Conduct).

6.4 If a student must take several deferred tests, the dates will be scheduled by the school.

6.5 In High School, students will take responsibility for checking the students' roster calling to sit deferred tests at the respective Inspectorates' bulletin boards. Sixth, seventh and eight graders will be informed through their homeroom teacher or inspector.

6.6 Arts and Physical Education will follow their own regulation given the nature of the subjects.

Article 7: Overdue works

(This article only applies for students from 6th grade to 12th grade)

7.1 Late work (research work, lab report, homework, essays, etc) will be penalized as follows:

- 1 day late, maximum grade 6.0
- 2 days late, maximum grade 5.5
- 3 days late, maximum grade 5.0
- 4 days late, maximum grade 4.5
- 5 days late, maximum grade 4.0

7.2 In addition, a delay in five or more days will be punished by a Saturday detention; at the end of which the student will have to hand in the work as it is. If the work is not handed, the student will receive the minimum grade.

Article 8: Repetition of tests due to low achievement: only students from 1st to 8th grade:

This article will only apply to those tests identified by the teacher or head of area as being essential. This implies that not all test will be repeated for students that have obtained low marks.

Regulations governing repetition tests for students

- Students receiving a failing grade (below 4,0) will be required to retake the test.
- Students obtaining grades less than or equal to 4,9 and greater than or equal to 4,0 may retake the test at their option.
- Students will receive the higher of the two grades, however the maximum grade possible for these repetition tests is a 5,0.

Article 9: Repetition of tests to improve performance: only students from 9th to 12th grade.

- The re-taking of a test is voluntary for every student that wants to improve their grade
- The grade obtained in the repetition test is the one that that will be registered in the student's records of achievement (except when the head of area says otherwise before the student takes the repetition test).

Article 10: End of the semester and end of the year assessments

- 10.1. All subject teachers must assign a final grade at the end of each of semester. This grade will reflect the student's achievements and performance, through the different assessment criteria used for each subject and level.
- 10.2. At the end of each semester, subject areas should submit a semester or annual assessment level test to cover all relevant contents and skills in order to determine the levels of achievement attained by each student. The Arts, Physical Education , Technology and Religion are exempted from this regulation.
 - 10.2.1 Each department must inform students on methods, contents and objectives to be assessed.
 - 10.2.2 The weighting of the final assessment grade for each subject will be determined by each Head of Department and the curriculum coordinator which will not surpass a 30% of the final result.
- 10.3. The school will not take requests for early closing of the semester or year due to family trips which overlap with final tests. The disregarding of this clause will result on the application of the Code of Conduct.

Article 11: Exemption from final tests

The students from 6th to 11th grade having an average final grade equal to 6.45 or greater in each subject will be exempted from taking final year tests only by fulfilling the following requirements:

- 11.1 Having complied previously with **all** the corresponding subject assessments.
- 11.2 Having a conduct record according to the school's values, particularly those students punished for cheating during the school year will not be exempted from taking any final test.

Article 12: Regarding the promotion of students

(Decree law 158 article 11 of Primary Education: decree 112 article for 8 for 9th and 10th grade, and decree 83/01 for 11th and 12th grade):

Academic Achievement.

Promotion of students from 1st to 2nd grade and 3rd to 4th grade :

Elementary students from 1st to 2nd grade and 3rd to 4th grade will only be promoted if:

- 12.1. They have attended to a minimum of 85% of classes, considering that they have a whole two-year period for the completion of the Fundamental Objectives and Minimum Required Contents corresponding to those courses.
- 12.2. Notwithstanding the above point, the Director could authorize the promotion of the students with less attendance average, claiming health reasons or other duly justified reasons.
- 12.3. Likewise, and according to Decree Law 107 of 2003, the Head of the school could determine the non promotion of those students from 1st and 3rd grade who have not fulfilled the academic objectives considered fundamental to successfully course 2nd and 4th grade, respectively.

Promotion of students from 2nd to 3rd grade and 4th to 5th grade students

The promotion of students from 2nd to 3rd grade and 4th to 5th grade depends on the level of achievements obtained in each of the sub-sectors, subjects of the study plan, as well as complying with class attendance.

Students that have comply with an 85% of school attendance and:

- 12.4. Achieve a passing grade in all sub-sectors, subjects and learning activities of their respective study plans
- 12.5. Students who having failed **one** sub-sector or subject have a general average of **4.5** or higher, including the grade of the failing subject. .
- 12.6. Students that having failed **two** sub-sectors, subjects have a general average of **5.0** or higher, including the failing subjects.

Promotion of Students from 5th to 12th grade.

Students will be promoted when complying with a 85% of school attendance and:

- 12.7 Achieve a passing grade in all subject areas of the study plan.
- 12.8 Students who having failed **one** sub-sector or subject have a general average of **4.5** or higher, including the grade of the failing subject. .
- 12.9. Students that having failed **two** sub-sectors, subjects have a general average of **5.0** or higher, including the failing subjects.

Notwithstanding the above paragraph, when one of the two failed learning sub-sectors or subject corresponds to Language and Communication(Spanish) and/or Mathematics, **11th and 12th** graders will only be promoted if their achievement level equals a **5.5** or greater, considering the failing subject areas.

Attendance to class

In order to be promoted to the next grade level, students are required to have a school attendance of at least 85 %. In the school year.

However, due to health problems or other justified reasons, the Head of the school, may authorize the promotion of those students with under average attendance.

Artículo 13: Differentiated assessment

(Article 5 decree 511/97, article 4 decree 112/99 and article 12 decree 83/ 2001)

The school will use differentiated assessment procedures to evaluate students that have learning difficulties in a particular area of study when these have been duly documented by learning specialists and/or medical professionals.

13.1. - Procedures for Differentiated Assessment at Santiago College.³

13.1.1 Differentiated assessments must be formally requested in writing by a professional (learning specialist / neurologist / psychiatrist). This report must indicate a clear and precise diagnosis, with explicit suggestions regarding differentiated assessment, and the dates of future follow-up appointments.

13.1.2 Upon receiving this report, the Principal, Counselor, Head Teacher, Subject Area Teacher and the Academic Coordinator for the grade level, will meet to determine which of the following procedures apply:

- Modification of time allowed for the evaluation.
- Modification of the length of the assessment instrument, while maintaining the level of difficulty of said instrument
- The use of alternative assessment instrument when necessary
- Provide assistance in understanding written and oral instructions.

Notwithstanding the above, the differentiated assessment **does not imply to lower the minimum standard achievement level** required by the school's programme

13.1.3 The grade level Principal will reply in writing detailing the School's decisions and the conditions necessary to maintain differentiated assessment.

13.1.4 This decision will be reviewed each semester on the basis of written reports from the corresponding professionals to determine whether to maintain, modify or suspend the differentiated assessment. Continuance of these concessions will depend on the continuity and the systematic nature of the support provided by the treating professional and the regular arrival of the corresponding reports.

³ Article 13 will be applied according to the internal differentiated assessment regulation, duly approved by the school's Executive Committee)

Article 14: About the exemption from a learning sub-sectors and subjects

(Article 5 decree 158/99; article 6 decree 83/01)

The school Head in consultation with the homeroom teacher, corresponding subject teachers and guidance department will authorize exemption to:

- 14.1 Students from 1st to 8th grade in one sub-sector or subject, in cases duly justified (Article 5 decree 158/99)
- 14.2 Students from 9th and 10th grade in any sub-sector or subject who certify serious learning difficulties or health problems (Article 5 decree 158/99)
- 14.3 The exemption from one sub-sector or subject for 11th and 12th grade students who accredit serious learning difficulties or health problems duly certified (Article 6 decree 83/01)

Article 15: Probity, academic honesty and code of honour

Honesty is one of the most important values of the school formation and constitutes one of the pillars of Santiago College's mission. Therefore:

- 15.1 The use of others work or inclusion of material from unnamed sources will be punished with a 1.0 grade in the corresponding subject.
- 15.2 Cheating or plagiarism or the use of illicit information during an assessment will be punished with a 1.0 grade in the corresponding subject.
- 15.3 In the above cases, the grade will not be erased and will be considered in the final average score of the corresponding sub-sector or subject. Notwithstanding the above, the conduct code sanctions will be applied.
- 15.4 At the end of each homework, paper or presentation, the students must sign understanding the principles of academic probity.

Regarding ASSESSMENT

Article 16: Grading scale, minimum grade and final grade

16.1 The official grade scale is from 1 to 7 and will only consider a decimal, being a 4.0 the lowest grade to be obtained in each sub-sector or subject.

16.2 The school year final grade will be given through the following means:

16.2.1 The average grade resulting from the first and second semester.

16.2.2 Semester grade average and the final exam or test grade. The latter must not exceed a 30% average (see article 10.2.2).

16.3. At the end of the school year the **Final Records of Achievements** required by the Ministry of Education must convey the level of achievement in the number scale. Thus, for students of 1st and 2nd grade the following conversion graph will be used:

<u>Concepts</u>	<u>Grades</u>
E	7.0
VG	6.0
G	5.0
A	4.0
NR	3.0

Article 17: Concept in Religion

The maximum level of achievement is Very Good and it does interfere in the student promotion.

Article 18: Assessment of Transversal Objectives

The transversal objectives will be assessed through a personal progress report which will not interfere in the student's promotion.

Article 19: Special circumstances

The School Head will determine the course of action to follow in circumstances requiring special evaluation and promotion of the students from 1st to 5th grade. Among others, they must resolve the cases of students that for justified reasons have to come late to school, be late or miss classes for a determined period of time, as well as an early closing of the school year or similar, only and if the student has completed at least one semester.

Article 20: Annual Study Certificate

The students' final promotion or repetition situation must be clarified by the end of each school year. Once this process is concluded, the school will hand over an annual study certificate to each student that indicates the final grade obtained in each subject area, and their subsequent final situation.

The annual study certificate may not be withheld under any circumstance.

Article 21: Official School Records (actas escolares)

The official records of grades and promotion will register the name of each student, his/her ID number and the final grade obtained in each subject area.

These data will be presented before the corresponding Regional Department of Education complying with its regulations.

Article 22: Academic Conditions for Enrolment renewal.

22.1 Regarding the standard required in English: Bilingualism Policy

Santiago College is a bilingual school. Throughout the totality of Elementary years several subjects are taught in English, which requires the students to develop a progressive fluency. At the end of the learning process, all students must take an English international test which accredits their bilingualism. Thus, to remain in Santiago College it is required to meet the following standards:

- At the end of 2nd grade the student must obtain a final grade equivalent to or higher than S. If this level has not been achieved by the student, the school will give him/her a conditional enrolment for 3rd grade.
- 3rd to 5th grade students must obtain a year average of 4,5 or higher. If a student gets less than a 4.5 during two consecutive years, the school will not offer him/her enrolment for the next academic year.
- 6th to 8th grade students must obtain a year average of 5.0 or higher. If a student gets less than a 5.0 during two consecutive years, the school will not offer him/her enrolment for the next academic year.

22.2 Regarding Repetition

- At Santiago College a student can only repeat once during their school life. If a student faces a repetition situation for a second time, the school will cancel his/her enrollment.
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- 12th grade students cannot repeat their last school year at Santiago College.

Article 23: High School Certificate

A Secondary Certificate will be granted to all students who have passed successfully their last year of High School.