

Secondary Assessment Standardisation Policy

The following document covers the agreed standardisation for:

1	Grading System	1
2	Assessments	2
3	Academic Honesty	4
4	Homework	4
5	Inputting assessments into Classter	5
6	Weighting of assessments	6
7	Mocks	6
8	End of Year Exam	6
9	Content completion for Exam Classes	7
10	Under performance in summative assessments	7
11	Progression criteria	7
12	Subject choices	9
13	Policy Details	11

1 Grading System

The grading system will be on a 1-6. With 1 being the lowest grade and 6 being the highest.

Grade	Description
6	Mastery
5	High Pass – Working above expectation
4	Pass – Working as expected
3	Low Pass – Working towards expectation
2	Working below expectation
1	Working significantly below expectation

1.1 Grade boundaries

The boundaries will be as follows:

Grade	Lower Boundary	Upper Boundary
6	$\geq 95\%$	
5	$\geq 85\%$	$< 95\%$
4	$\geq 70\%$	$< 85\%$
3	$\geq 50\%$	$< 70\%$
2	$\geq 40\%$	$< 50\%$
1		$< 40\%$

1.2 Grade 6

Grade 6 can be obtained by scoring $\geq 95\%$ on assessments during the term **and** the student must either:

- Participate in an extra-curricular activity linked to the subject for the year and provide a certificate of completing the course and transcript with prior agreement with class teacher.
- or
- Complete a whole year project with agreement with the class teacher.

2 Assessments

- The assessments need to assess: **knowledge, skills and understanding**.
- These assessments should be **hand written** (excluding practicals and oral assessments in MFL) and **carried out** in the **classroom**.
- KS3 assessments should be geared towards preparing the students for the KS4 curriculum.
- KS4 and KS5 assessments should be focussed on the AQA curriculum requirements and mirror the exam paper format.
- Students who have access arrangements (see SEN register) must be granted extra time as required.

The number of assessments per subject for each half-term are:

- Minimum of two short assessments** that lead to the End of Unit/Big Assessment
 - Short assessments do not need to be announced in advance.
 - Students can't have a short assessments and End of Unit/Big Assessment in the same subject in one week (excluding retakes).
 - The short assessment should be logged on Classter on the day of the assessment
- One End of Unit/Big Assessment** per half-term.
 - End of Unit/Big Assessment need to be announced 2 weeks before to students **and** logged in Classter.

2.1 Assessment Retake Policy

The original assessment result on Classter must be maintained. The retake result should be entered in separate column entitled Retake.

- End of Unit/Big Assessments can be retaken once.
- An End of Unit/Big Assessment can only be retaken if the student receives < 3.
- All other forms of assessment can't be retaken.

2.2 Assessment and retake responsibilities

Students and teachers have the following responsibilities when completing assessments:

Student's responsibilities when completing assessments/retakes
<ul style="list-style-type: none"> • Responsible for completing the assessments to the best of their ability and honestly. • If the student is sick or on a school trip they must arrange to take the assessment with their subject teacher within one week of returning to school – failure to do so will result in the student receiving 0 for the assessment. • If a student is on holiday when the assessment is written, they will receive a 0 for that assessment and the onus is on the student to organise with the subject teacher a retake of that assessment within one week. This mark will be recorded in the retake column for that assessment on Classter. • Any subsequent retake can be taken one week from their results being given.
Teacher's responsibilities for assessments/retakes
<ul style="list-style-type: none"> • For any missed assessments, the student will be assigned 0 immediately on Classter until the student takes the assessment. • For Short Assessments marking and feedback should occur within 5 working days. • For End of Unit/Big Assessments and retakes, marking and feedback should occur within 10 calendar days. • Provide the students with 1 different assessment for the retake. • Provide time for a supervised retake either during school hours or after school. • Provide an assessment every two to three weeks – this can be either End of Unit/Big Assessment or a Short Assessment.

3 Academic Honesty

Embassy International School places high value upon academic integrity and honesty. Assessed work should always be the students **own work**.

The following will be **construed as cheating**¹ and result in a **0** for that assessment/exam/mock in the gradebook.

- The **use of AI** on any device during an assessment.
- The **copying** of another students work/answers during an assessment/exam/mock.
- **Plagiarising**² on an NEA or any other assessed work
- Students with access arrangements are not permitted to **access the internet** and/or **use a spell checker** (unless special concession has been made)

It is imperative that students comply with the stringent regulations outlined by the examination boards regarding **plagiarism in NEA**, **cheating in the NEA** and **cheating during exams**.

These regulations must be always complied with by **students** and **staff** of Embassy International School.

4 Homework

- The issuing of homework is at the discretion of the teacher.
 - Homework can't be added as a grade on Classter.
 - Homework should be issued as pre-learning (for example reading a source for History or learning vocabulary in MFL)
- and/or
- Post-learning for example practising material covered during the lesson or revision for an End of Unit/Big Assessment.

¹ **Cheating** is copying someone else's work, having someone else do your work or collaborating without acknowledging the extent and division of work in collaboration.

² **Plagiarism** is passing off someone else's work or ideas as your own, intentionally or accidentally, by not including references showing where your ideas have come from.

5 Inputting assessments into Classter

Titles of the assessments in Classter should be input in the following manner to assist with analysis and so that students know what the assessment is:

For example:

Assessment type	Example
Short Assessments	1 – Cell Vocabulary – Weight 1 2 – Completing quotations on Act 1 Macbeth – Weight 2 3 – Explaining and calculating gas pressure – Weight 3
End of Unit/Big assessment	End of unit – Probability – Weight 4 Big Assessment – Lord of the Flies – Weight 4
Retake – End of Unit/Big assessment (50% original + 50% retake)	Retake – Probability – Weight 4 Retake – Lord of the Flies – Weight 4
Mock	Mock – AQA GCSE Physics Paper 1 June 2025 – Weight 5 Mock – AQA GCSE Physics Paper 2 June 2025 – Weight 5
End of Year	KS3 <ul style="list-style-type: none"> EOY – Physics Exam – Weight 5 Y10 and Y12 <ul style="list-style-type: none"> EOY – AQA GCSE Physics Paper 1 June 2025 – Weight 5

6 Weighting of assessments

The following weightings are to be applied to assessments in Secondary:

Weight	Type of assessments
1-3	Short Assessments <ul style="list-style-type: none"> Weight 1 – Spelling or Vocabulary Test (Knowledge) – (max 5 minutes) Weight 2 – Closed exercises or applying formulae – (Application of Skills) – (10 minutes) Weight 3 - Short Assessments on a section of a unit (Knowledge, Skills and Understanding) – (max 25 minutes)
4	End of Unit/Big Assessment – (minimum 45 minutes)
5	MOCK/End of Year Exam

7 Mocks

7.1.1 Year 10 (GCSE), Year 11, Year 12 (AS-Level and A-Level) and Year 13

Type of assessment	When?	Weight	Retake	Description
Mocks	January	5	GCSE Grade ≤ 3 A-Level Grade $\leq E$	The Mock will be the 2025 June exam paper for the subject. It will be at least Paper 1 and the second paper (if applicable) should cover the content of the syllabus taught until 6 th January 2025.

8 End of Year Exam

8.1.1 KS3

Type of assessment	When?	Weight	Retake	Description
End of Year Exam	May	5	No	The content of the entire year should be reflected in this examination assessing knowledge/skills/understanding.

8.1.2 Year 10 and Year 12

Type of assessment	When?	Weight	Retake	Description
End of Year Exam	May	5	No	An end of year mock to assess the knowledge, skills and understanding of the students from the entire year. This should be a past GCSE/AS/A-Level exam paper.

9 Content completion for Exam Classes

Content for exam classes should be completed a **minimum of one month** before the start of the exam period for revision purposes.

10 Under performance in summative assessments

Should a student attain a grade ≤ 2 in the End of Unit/Big Assessment:

1. The subject teacher is required to communicate this result to the parent(s) via e-mail and suggest recommendations for improvement to the student and parent(s)
2. The student must do a retake of the End of Unit/Big Assessment
3. Progress will be closely monitored until there is a noticeable improvement in their result
4. If the trend continues the underperformance will be communicated to the parent(s), Head of Faculty and Academic Leader. This may result in a parent teacher consultation.

11 Progression criteria

11.1 Progression in KS3

Criteria for progression	Criteria repeating the year
A student is allowed to progress if they receive a minimum of grade 3 in 8 subjects and 1 grade ≤ 2 .	A student has an end of year attainment grade of ≤ 2 in two or more subjects, they will not be permitted to proceed to the next year and will be required to repeat the year.

11.2 Progression in KS4

11.2.1 Criteria for subject choices

A student must attain a minimum of a grade ≥ 3 at the end of KS3 on the End of Year report at the end of KS3 in a subject in order to select that subject at GCSE level.

It is recommended that should a student wish to select Psychology as a subject in KS4 the student should have attained a minimum of a grade ≥ 3 in English at the end of KS3 on the End of Year Report.

11.2.2 Criteria for progression

Criteria for progression	Criteria repeating the year
A student is allowed to progress if they receive a minimum of grade 3 in 8 subjects and 1 grade ≤ 2 .	Should a student obtain grade ≤ 2 on the End of Year Report in 1 or more subject(s) the teacher is required to inform parents during the parent teacher conference (PTC) before the end of term 2 and provide a catchup plan for the summer holiday.

11.3 Progression in KS5

11.3.1 Criteria for subject choices

In order for a student to enrol in the AS/A-Level course(s) they need to meet the following criteria:

- Attain grade 5 or above in their GCSE examination of the subject that they wish to take as AS/A-Level (at the discretion of the Principal a student may be allowed to continue on the AS/A-Level course in that subject if they attain a grade 4).
- If a student has obtained a grade 4 and 5 in any of the subjects they wish to pursue at GCSE they will be required to take the AS-Level examinations at the end of Year 12 in that/those subjects.

Selecting 3 AS-Levels	Selecting 1 AS-Level and 3 A-Levels	Selecting 4 A-Levels
Grade 4 and 5 at GCSE in the subjects selected to study in Year 12. The student will be required to sit the AQA AS-Level examinations in those subjects at the end of Year 12.	Grade 6 at GCSE in the subjects selected to study in KS5.	Grade ≥ 7 at GCSE in the subjects selected to study in KS5.

11.3.2 Criteria for progression

Criteria for progression	Criteria repeating the year
A student is allowed to progress if they receive a minimum of grade 3 in three or more subjects.	Should a student obtain grade ≤ 2 on the End of Year Report in 1 or more subject(s) the teacher is required to inform parents during the parent teacher conference (PTC) before the end of term 2 and provide a catchup plan for the summer holiday.

12 Subject choices

The following section details the subjects that can be taken by students at GCSE, AS-Level and A-Level.

12.1 KS4 – GCSE options

All students need to do a minimum of:

- 7 GCSEs (excluding English Literature)
- or
- 8 GCSEs (including English Literature).

This number is excluding exams for native language courses. For example, those candidates who are native Polish, French, German or Spanish.

The following subjects are obligatory in KS4 – this means that students must be enrolled in these.

Obligatory Subjects	Number of lessons per week
PE	2
Tutor Time	1
Mathematics (leading to GCSE)	6
English (leading to: English Language and English Literature or ESL Pearson Exam – this decision is made by the Head of English).	6

The following subjects are to be chosen by students. For each group of subjects students **must choose 1** option. These classes will lead to a GCSE exam at the end of Year 11.

Subjects to choose ³ (please choose only one subject from each category)	Number of lessons per week
Biology v Geography	4
Chemistry v Art	4
Computer Science v History	4
Physics v Psychology	4
Spanish v French v German v EAL	4
Polish (for native speakers GCSE Polish exam is arranged every two years – Head of the Polish Programme permission required.)	

Any changes to subject choices must be officially requested using a SUBJECT CHANGE/DROP form available in the School Office. The student must continue to attend any changed subjects they are changing from until the form is completed and submitted to the School Manager.

³ Please be aware a minimum of 3 candidates are required in order to offer a course.

12.2KS5 – AS/A-Level options

All students must do a minimum of:

- 3 A-Levels

Students may also choose to complete 1 AS-Level in addition to their A-Level choices.

Students may choose to complete more than 3 A-Levels; however, this must be approved by the school.

For each group of subjects students **must choose 1** option. These classes will all lead to a GCE A-Level exam at the end of Year 13 and/or AS-Level exam at the end of Year 12 or 13 if the student defers entry.

Students should choose **3 subjects** at A-Level and may choose **1 subject** at AS-Level.

- A-Level courses last 2 years
- AS-Level courses last 1 year

The following subjects are to be chosen by students.

Subjects to choose³ (please choose only one subject from each category)	Number of lessons per week
Physics v Psychology	6
Chemistry v Business v Art and Design	6
Computer Science v History	6
Mathematics v English Literature	6
Biology v Geography	6
German v French v Spanish	6
Polish (for native speakers GCSE Polish exam is arranged every two years – Head of the Polish Programme permission required.)	2

Any changes to subject choices must be officially requested using a SUBJECT CHANGE/DROP form available in the School Office. The student must continue to attend any changed subjects they are changing from until the form is completed and submitted to the School Manager.

13 Policy Details

Policy created	July 2023
Policy created by and position	Richard Alpin STEM Teacher
Policy reviewed	August 2025
Policy reviewed by:	Linda Castaldo & Richard Alpin Secondary Academic Leader & Data Manager
Policy accepted and authorised by	Kristian Cejka Principal August 2025
Next review date	July 2026
Policy to be reviewed by	Secondary Academic Leader & Data Manager

Policy update	Description
27/08/2025	Updated Section 2.1 Assessment Retake Policy on page 3 to include: <ul style="list-style-type: none"> An End of Unit/Big Assessment can only be retaken if the student receives ≤ 3.
28/08/2025	Updated Section 11 Progression criteria on page 7 to include: <ul style="list-style-type: none"> Progression criteria for KS3/4/5 Criteria for selecting subjects for GCSE and AS/A-Level
02/09/2025	Added Section 3 Academic Honesty on page 4.
14/10/2025	Updated Section 2.1 Assessment Retake Policy on page 3. <ul style="list-style-type: none"> An End of Unit/Big Assessment can only be retaken if the student receives < 3.