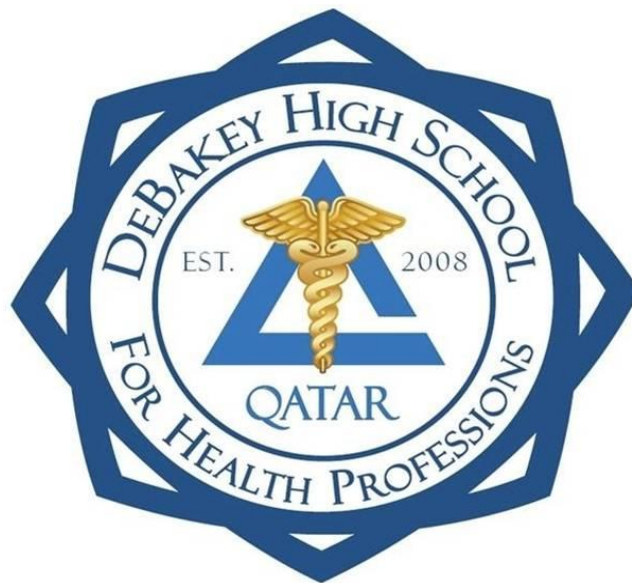


DEBAKEY HIGH SCHOOL  
FOR HEALTH PROFESSIONS  
QATAR

ASSESSMENT POLICY  
2017-2019





## **Our Purpose**

- Develop innovative thinkers and future leaders in the fields of science, mathematics, technology and health science through a competitive college preparatory program.
- Develop well-rounded global citizens who pursue excellence in scholarship and character.
- Provide an outstanding American curriculum in Qatar.

## **DeBakey's Vision**

To provide a challenging and well- balanced college preparatory program focused on academic excellence and character development, while empowering students to lead productive and fulfilling lives.

## **DeBakey's Mission**

Michael E. DeBakey High School for Health Professions at Qatar, an outstanding multicultural institution, provides a well-rounded program dedicated to academic excellence and character development. Our exceptional faculty prepares students to compete in a global society through a rigorous American curriculum focused on science, mathematics, technology, and health science. The DeBakey community works together to create a collaborative and mutually supportive family atmosphere in which every student succeeds.



## Assessment Policy

DeBakey-Qatar utilizes a range of both internal and external assessments to track students' progress. In order to maintain unbiased measures, NWEA MAP and Stanford 10 are both administered during the school year. Internally, every grading cycle has a summative test and a cumulative summative semester exam is also given for each course. In addition to this, the school also administers some external exams.

All new incoming middle school students will take a shortened NWEA MAP assessment that serves as a placement diagnostic. It is also used to help determine which students will be placed in our ESL program.

It is DeBakey-Qatar policy that all students take two external assessments each year. Stanford 10 has been given for all grades in the spring since 2009. It has provided excellent longitudinal data to measure the school's progress over 6 years, showing areas of strength and weakness. NWEA MAP has been administered since 2013 and has provided two years of data for showing student growth. It is administered twice a year, once in the fall and once in the spring. MAP is utilized both by teachers to differentiate their classroom and by the school as a whole to measure general growth in core areas. Since a 5th grader to an 11th grader, both are taking the same MAP test, through its adaptive features, the comparisons across grades and by norms provide excellent, reliable non-biased data.

DeBakey-Qatar, as part of a college-prep program, maintains a rigorous internal assessment system across grades and subjects. In terms of summative assessments, cycle tests at the end of each grading term are given and final exams at the end of each semester are also given. These assessments include true/false, multiple choice, essay writing and open-ended questions. They are created collaboratively by department and then analyzed within each department's professional learning community. Action plans that specify research-based instructional strategies are formed on the basis of areas of student weakness within departments.

Assessment is an integral part of the educational process, providing feedback to ensure continuity and progression in children's learning. Assessment is the process which evaluates each student's achievement, identifying what they know, understand and can do. The assessment, recording and reporting policy is designed to reflect and support the overall



vision and mission of the school to pursue a practical and interactive approach in our teaching which encourages students to be rigorous in their work habits and to take responsibility for their own learning. Assessment practices are key in establishing an environment where are students know what is expected of them academically and how to reach their goals.

### **PURPOSE AND SCOPE OF ASSESSMENT:**

- To collect, analyze and interpret information in order to report on the progress of the learners.
- Assessment should provide evidence of learner performance according to the Learning Outcomes and TEKS (Texas Essential Knowledge and Skills).
- Assessment should be used to provide feedback to the learners in order to support their process of learning.
- Assessment should include different forms of assessment such as tests and examinations, projects, oral presentations, performances, investigations, practical work and creative writing to accommodate different learning styles.

### **PRINCIPLES/PREREQUISITES OF ASSESSMENT:**

- The purpose of assessment must be explicit and must be an ongoing part of the learning process.
- Assessment must be appropriate, valid, fair, authentic, manageable and time efficient.
- Assessment results must be communicated clearly, accurately, timeously and meaningfully.
- Assessment should be used to identify areas where learners need support and intervention.
- Assessment must cater for all levels of competency and take the learner's potential and ability into consideration.
- Assessment must develop individual learning, independence and problem-solving skills.
- Assessment must foster motivation and self-confidence.



## GRADING PROCEDURES AND TESTING

The school year has two semesters; semester one has two cycles (C1-C2) and a semester exam; semester two also has two cycles (C3, C4) and a semester exam. Elective courses have no end of semester exams. Each cycle has 9 weeks during which the student will have two major assessments including the cycle test. Students will be notified a week in advance of their test day and will take no more than two tests per day.

### Middle School

MS students do not have a cumulative exam at the end of the semester; they take their cycle test during semester exam week.

Middle school students do not earn credits for the courses; however, their grades are calculated on a yearly average. If students fail semester one of grades 5, 6, 7 or 8, students proceed to semester two. If students fail a course during middle school, the promotion policies apply.

### High School

High school students earn credits for the courses; therefore, if a student fails semester one below 65, they cannot proceed to semester two and will have to repeat the course during the next academic year. If a student fails with 65-69, the Continuing Improvement Policy applies to the student and they are able to proceed to semester two under the conditions of the policy.

If students fail second semester of a course, the student must repeat the failed part during the following academic year.

If a student fails two or more courses, the promotion policies for high school students apply.

Core Subjects	SEM 1			SEM 2		
	C1	C2	E	C3	C4	E
	40%	40%	20%	40%	40%	20%
Electives	SEM 1		SEM 2			
	C1	C2	C3	C4		
	50%	50%	50%	50%		





**Examinations offered at our school (internal, external and international Exams)**

**1- Internal Exams:**

- Chapter Test
- Cycle test
- End of Semester exam

**2- External/International Exams:**

- MAP tests (academic progress meter)
- AP Exams
- Stanford 10

**Awarding Body of examinations offered at our school**

**1- Internal:** Subject Teacher -Head of Department

**2- External:**

- **MAP tests:**

NWEA

Northwest Evaluation Association -Oregon, USA

<https://www.nwea.org/>

- **AP Exams**

College board - New York, USA

<https://www.collegeboard.org/>

- **Stanford 10**

Pearson

An international educational organization

[Pearson.programworkshop.com](http://Pearson.programworkshop.com)

- **PSAT**

Preliminary Scholastic Aptitude Test



**CATEGORIES AND PERCENTAGES:**

- |                                   |            |
|-----------------------------------|------------|
| ▶ Major Assessments:              | <b>35%</b> |
| ▶ Minor Assessments:              | <b>25%</b> |
| ▶ Classwork/Participation:        | <b>25%</b> |
| ▶ Homework/Preparedness/Notebook: | <b>15%</b> |

**ADVANCE PLACEMENT (AP) COURSES:**

- |                                     |            |
|-------------------------------------|------------|
| ▶ Major Assessments:                | <b>40%</b> |
| ▶ Minor Assessments:                | <b>25%</b> |
| ▶ Classwork/Homework/Participation: | <b>15%</b> |
| ▶ Labs/Projects                     | <b>20%</b> |

**GRADING SCALE:**

- |            |                                   |
|------------|-----------------------------------|
| ▶ 90-100 = | A                                 |
| ▶ 80-89 =  | B                                 |
| ▶ 75-79 =  | C                                 |
| ▶ 70-74 =  | D                                 |
| ▶ 0 – 69 = | Failure*(Course will be repeated) |

**BEHAVIOR/CONDUCT:**

- |                    |   |
|--------------------|---|
| ▶ Excellent =      | E |
| ▶ Satisfactory =   | S |
| ▶ Poor =           | P |
| ▶ Unsatisfactory = | U |

**Required Assessments for Core Subjects:**

- 4 CW
- 4 HW
- 2 Major (1 chapter test & 1 cycle test)
- 3 Minor

**TOTAL:** 13 REQUIRED GRADES

**Math & English Middle School Required Assessments:**

- 5 CW
- 5 HW
- 3 Minor
- 2 Major (1 chapter test + 1 cycle test)

**TOTAL:** 15 REQUIRED GRADES



**HS & Middle School Elective Required Assessments:**

- 3 CW
- 3 HW
- 2 Minor
- 2 Major (1 test/project & cycle test)

**TOTAL:** 10 REQUIRED GRADES

**HS & Middle School Qatar History Required Assessments:**

- 2 CW
- 2 HW
- 2 Minor
- 2 Major ( 1 test & 1 project)

**TOTAL:** 8 REQUIRED GRADES

**Exam Procedures:**

- ⌚ Exams should be reviewed and confirmed by your HOD.
- ⌚ Each set of exams (each section) should be put in a separate envelope
- ⌚ class roster should be stapled on the envelope
- ⌚ test checklist should be completed
- ⌚ Exams are not supposed to be uploaded to the drive (course folder) before administering
- ⌚ HODs to complete the EXAM COVER PAGE
- ⌚ HODs to take exams to the assistant executive director's office (exams must be classified by exam date)
- ⌚ On the day of the exam, ONLY exam administrators and HODs will be allowed to collect the exams for their assigned locations and distribute them to the teachers.
- ⌚ All teachers and HODs are to adhere to the exam submission deadline to ensure security of exams and efficient distribution of exams
- ⌚ Teachers are to collect the exams from the proctors

**General Procedures for MS & HS**

- ⌚ Exams should be kept in a secure place; teachers are not supposed to leave exams/exam questions around the classroom or visible to the students
- ⌚ students are not supposed to collect/copy anything for the teacher.
- ⌚ All exams should have a cover page
- ⌚ Exams must be designed to cover the duration of the exam time
- ⌚ Formula sheets/periodic table MUST be provided in the exam envelope. Students cannot bring in any notes/papers into the exam





- Ⓐ Teachers are required to use class roster from Renweb, and ask students to sign next to their name once they submit their exam
- Ⓐ Students may not leave the exam if they finish earlier
- Ⓐ Students can be granted permission to use the restroom only when it's absolutely necessary. Students must be accompanied by another faculty. If you have a student who needs to use the restroom, please send a message to an administrator/HOD and we will assist.
- Ⓐ Teachers are required to rotate throughout the class and remain vigilant During the exams
- Ⓐ Teachers are not supposed to play music in the background during the tests

### **LATE WORK/MAKE-UP POLICY**

Students can make-up minor assessments/major assessments ONLY if the absence has been considered excused (medical certificate/documentation of family emergency). Missed minor/major assessment due to an unexcused absence will result in a zero. Students are responsible for making-up the tests within the time designated by the curriculum department and the teacher. Late homework/classwork will have a 20% deduction and it is to be submitted the following lesson. Late work will not be accepted after the second lesson. Students will not be permitted to leave the classroom to collect their homework/classwork. If the homework/classwork is not presented during class, it will be considered late.



## PROMOTION STANDARDS

In order for DeBakey students to move to the next grade level, they must show that they have reached DeBakey's Promotion Standards.

Grade Level	Promotion Standards
<b>5 - 7</b>	<ul style="list-style-type: none"><li>• <b>All students in grades 5 - 7 must meet the DeBakey requirement of sufficient attendance* and a 70 percent yearly average in the core courses*. A student must pass both English and Mathematics and either Science or Social Studies to be promoted to grade 8.</b></li></ul> <p><i>-If a student fails English AND Mathematics with another core course, he/she will not be promoted to grade 8 and will have to repeat the three core courses he/she did not pass; however, they can take the electives of grade 8 and any core course the student passed.</i></p> <p><i>-If a student fails Science, Social Studies, and Mathematics, the student will be promoted to grade 8 and will be required to take grade 8 Remedial Mathematics.</i></p> <p><i>-If a student fails Science, Social Studies, and English, the student will be promoted to grade 8 and will be required to take grade 8 ESL English.</i></p> <ul style="list-style-type: none"><li>• <b>If a student fails Science or Social Studies ONLY, he/she will not have to repeat the course.</b></li></ul>

<b>8</b>	<ul style="list-style-type: none"><li>• <b>All students in grade 8 must meet the DeBakey requirement of sufficient attendance* and a 70 percent yearly average in the core courses*. A student must pass both English and Mathematics and either Science or Social Studies to be promoted to grade 9.</b></li></ul> <p><i>-If a student fails English AND Mathematics with another core course, he/she will not be promoted to grade 9 and will have to repeat the three core courses he/she did not pass; however, they can take the electives of grade 9.</i></p> <p><i>-If a student fails Science, Social Studies, and Mathematics, the student will be promoted to grade 9 and will be required to take grade 8 Remedial Mathematics.</i></p>
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	<p>-If a student fails Science, Social Studies, and English, the student will be promoted to grade 9 and will be required to take ESOL I along with English I.</p> <ul style="list-style-type: none"><li>• <b>If a student fails Science or Social Studies ONLY, he/she will not have to repeat the course.</b></li></ul>
<b>9 – 12</b>	<ul style="list-style-type: none"><li>• Individual course credit is earned through a passing grade of 70% or above and sufficient attendance*</li><li>• All students must earn a minimum of 26 credits to graduate from high school.</li><li>• If students fail 3 out of 5 core classes*, they will remain in the same grade level for the following year; however, they can continue to take courses from the proceeding grade level.</li><li>• Students must pass all courses to graduate.</li><li>• The average of both Semesters for each course should be 70% and above for the student to pass the course.</li></ul>

**\*Sufficient attendance:** A student's total number of unexcused absences cannot exceed 10% of class meetings (Middle school calculation is based on a full academic year. High school calculations is based on a semester).

**\*Middle school core courses:** English, Mathematics, Science and Social Studies.

**\*High School core courses:** English, Mathematics, Science, Health Science and Technology and Social Studies.

## Academic Improvement Plan Policy and Procedure

### Policy:

1. DeBakey's Individualized Academic Improvement Plan is to ensure students who are failing or at risk of failing (below 75) are provided the necessary support during school and at home. It requires differentiated instruction and close attention from the subject teacher, HOD and parents to enable the student to improve in the subject. The plan is also a tool that ensures accountability for students' success from all stakeholders. Students at risk of failing (below 75) or failing (below 70) will be placed on this plan for an entire cycle after having met with the subject teacher, HOD and parents. At the end of the cycle, the plans are to be reviewed by the teacher, HOD and parents to measure growth/lack of growth. In the case the student did not improve, the plan will be adjusted for another cycle.



### **Procedure:**

N° Op.	STEPS/PROCEDURES	Responsible
1	During the 3 <sup>rd</sup> week of the cycle (Progress Reports), subject teachers and HODs review and select students failing or at risk of failing.	<i>Teacher</i>
2	Teachers complete the <i>Individualized Academic Improvement Plan</i> with the HOD.	<i>Teacher</i>
3	Teacher communicates to parents and sets up a meeting with the parents and the student to discuss and sign the plan in the presence of the HOD.	<i>Teacher, HOD, parent</i>
4	HODs bring the <i>Individualized Academic Improvement Plans</i> to the Coordinator of Curriculum and Curriculum Director to sign.	<i>Coordinator of Curriculum; Curriculum Director</i>
5	Teacher, parent and HOD keep a copy of the plan.	<i>Teacher, HOD</i>
6	By the following Progress Report, plans are reviewed once again with all stakeholders.	<i>Teacher, HOD, parent</i>
7	Adjustments to be made if student did not improve.	<i>Teacher</i>

## **Continuous Improvement and Promotion to Semester Two Policy**

### **Continuous Improvement for grades 9-12 Policy:**

This policy applies to grades 9-12:

Students in grades 9-12 who score below 70 during semester one, they are eligible to proceed to semester two in Science, Math, English, Social Studies and HST. In order for the student to earn the full credit of the course, the following applies:

- Ⓐ The student must accumulate an average of 70 from both semesters.
- Ⓐ Only when the grade for semester two is finalized and the student's average of semester one AND two is a total of 70, the grade on the transcript will be manually adjusted in order for the student to earn full credit for the course.
- Ⓐ Until the average of semester two is released, semester one grade will remain as it is on the transcript.
- Ⓐ In the case the student does not accumulate an average of 70 from both semesters, but he/she receives a passing grade in semester two,



the student will only earn credit for semester two and will have to repeat semester one during the following academic year.

- Ⓐ This policy does NOT apply if the student passes semester one and fails semester two. The policy is only applicable if the student fails semester one.
- Ⓐ This policy applies ONLY within one academic year and cannot be applied to different academic school years.
- Ⓐ This policy is not applicable if the student receives 64 and below.
- Ⓐ This policy applies to both electives and core subjects.
- Ⓐ If a student fails one semester and pass the other semester of a two-semester course, the student will earn one whole credit if the average is a 70 for both semesters combined.

## **CHEATING POLICY**

**Cheating encompasses, but is not limited to, the behaviors listed below:**

- Looking on/or in the possession of notes, papers, books, or other information not allowed by the teacher during any type of examination/test/quiz/activity.
- Looking at another student's work during any type of examination.
- Copying another student's work.
- Allowing another student to look upon or use your information for any type of examination/quiz or activity.
- Talking about the test or test related information during any type of examination/quiz or activity.
- Plagiarism during the writing of a research paper or other technical paper(s) that is an obvious attempt to use somebody else's work i.e. without proper citation.
- Using a mobile phone or in an attempt to cheat and considered a double offense (refer to Technology section)

**Student will receive zero on any of the assignments or tests where he/she attempted to cheat.**



## Michael E. DeBakey High School - Qatar

### **Test Checklist**

#### 1- Cover page:

- School name and logo ☐
- Course name ☐
- Date ☐
- Teacher name ☐
- Student Name ☐
- Time of The Test ☐
- Grade Level ☐
- Version of the test ☐

2- Page numbers ☐

3- Sequential numbers of questions ☐

4- Point value/rubrics ☐

5- clarity of questions/instructions ☐

6- Answer sheet matching numbering of questions ☐

7- Appropriate number of questions for time ☐

8- Different forms of questions ☐

9- Answer key to HOD ☐



# SEM2 EXAM-2018/2019

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Date:					
Day:	Sun	Mon	Tue	Wed	Thr
Exam Session:	1			2	
Subject/Section:					
Department:					
Teacher Name:					
Room Number:					
Student Copies:					
Test Administrator:					