



The
Grammar
School
Nicosia



1963

ASSESSMENT GRADES AND REPORTS POLICY

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1 Introduction

For students and parents

This policy explains how The Grammar School Nicosia schedules and marks school assessments, calculates grades, reports progress, and decides promotion, ranking, scholarships and academic awards. It applies to school assessments and reports throughout the academic year.

2 Assessment planning

At the beginning of each semester, the school publishes a schedule of tests for all classes and subjects. Teachers set term tests within the published schedule.

The Headmasters and Heads of Department agree in advance, for each subject and semester:

- The number of scheduled term tests, usually two or three.
- Whether the average of term tests contributes 80% or 90% of the semester grade.
- How the remaining 20% or 10% is assessed through quizzes, projects, assignments, class participation or other activities.

The agreed weighting must be used consistently for students taking the same subject in the same assessment group.

3 Test and examination papers

Questions for term tests and final examinations are agreed within the relevant department. The Head of Department is responsible for ensuring that papers for the same examination group are of comparable difficulty and that appropriate mark schemes are prepared. Teachers must apply the relevant mark scheme consistently.

Each paper must show the marks available for each question or part. On a marked paper, the teacher must show either the marks awarded or the marks lost for each relevant part. Teachers must annotate marked work sufficiently to help students understand their results.

Teachers must mark and return term tests within two weeks of the test date.

4 Queries about marking

A student who has a question about a mark should first speak to the teacher. If the matter is not resolved, it may be referred to the Head of Department. The Head of Department's decision on the marking is final within the school.

5 Progress information and reports

5.1 Mid semester progress

In the middle of each semester, the school holds parent and teacher meetings over two consecutive days. Parents receive a progress report showing available test and quiz results and may discuss their child's progress with subject teachers. Parents are encouraged to attend.

5.2 Semester reports

At the end of each semester, the school issues a report with semester grades. Parents may discuss their child's progress with teachers.

5.3 End of year reports and corrections

End of year reports are issued to parents a few days before the Graduation and Awards Ceremony. A student or parent who identifies a possible error must contact the Head Secretary promptly. The Head Secretary will coordinate the review and correction of confirmed errors in time for valid grades to be used when scholarships and other prizes are announced.

6 Grades and final subject results

Each subject is graded from 1 to 100. The pass mark for the final result in a subject is 50, subject to the separate minimum examination mark described in section 7. The academic year has two semesters, each with its own subject grade.

For a subject with a final examination, the final subject result is the arithmetic mean of the first semester grade, the second semester grade and the final examination grade. Each component therefore contributes one third.

For a subject without a final examination, the final subject result is the arithmetic mean of the two semester grades.

A student's overall general average is distinct from each final subject result. It is used for ranking, scholarships and the Honours List.

7 Promotion and re examination

A student passes a subject with a final examination when the final subject result is at least 50 and the final examination mark is at least 40. For a subject without a final examination, the pass mark for the final subject result is 50.

Subject to the class failure rule below, a student who has a final subject result below 50 in one or two subjects, or a final examination mark below 40 in a subject, is re-examined in late June under the School's re-examination arrangements.

The final year mark for any subject which is re-examined, regardless of the re-examination grade is capped at 50%.

A student fails the class if their final subject result is below 50 in three or more subjects, or if they fail a deferred examination or a re-examination in June.

A student may repeat a class only once. Failing a class for a second time results in withdrawal from the School.

8 Ranking and scholarships

8.1 Ranking

Students are ranked within their year group. A student who ranks among the top 20 students in the year group has this recorded on their report.

8.2 Scholarships

Scholarships are awarded annually on academic performance and conduct. Eligible students are ranked by their overall general average at the end of the academic year. A student must have an overall general average above 90 to qualify. The highest eligible student receives the first scholarship for the following academic year, the next highest receives the second, and so on. Scholarships are not transferable.

Up to ten eligible students receive a tuition fee scholarship according to the following scale:

Rank	Tuition fee scholarship
1	100%
2	75%
3	60%
4	50%
5	40%
6	30%
7	20%
8	20%
9	20%
10	20%

9 Honours and awards

Students in Classes 1 to 3 with an overall general average above 95 are placed on the Honours List and receive a certificate. Students in Classes 4 to 7 with an overall general average above 90 are placed on the Honours List and receive a certificate.

Students who achieve grades 7, 8 or 9 in all their International GCSE examinations receive an Award for Academic Excellence from the Parents and Guardians Association at the Graduation and Awards Ceremony.

Graduating students who achieve the highest results in individual GCE A Level subjects receive Top Student Awards at Graduation. The School also presents awards for Outstanding Contribution to Sports and Outstanding Contribution to Art, Music and Culture.

Where applicable, students may receive Edexcel International Highest Achievers Awards at a separate ceremony organised by Edexcel International.

10 School Leaving Certificate

Students who successfully complete the seven-year curriculum at The Grammar School receive the School Leaving Certificate (Apolytirion). The certificate is presented at the Graduation and Awards Ceremony in June.