

## EVALUATION SYSTEM

### PRESCHOOL - GRADES 6

The school year is divided into three terms. At the end of each term, each student will be evaluated based on his/her level of proficiency in various competencies and skills in each learning area. The student's proficiency level is communicated through the following:

- Beginning (B) = the student struggles with his/her understanding of the concept; the pre-requisite and fundamental knowledge and/or skills and competencies have not been acquired or developed adequately to aid understanding.
- Developing (D) = the student possesses the minimum knowledge and skills, but needs help in certain areas, and throughout the performance of authentic tasks.
- Approaching Proficiency (AP) = the student has developed the fundamental knowledge and skills with little guidance from others; able to transfer understanding through authentic performance tasks.
- Proficient (P) = the student has developed the fundamental knowledge and skills, and able to transfer understanding independently through authentic performance tasks.
- Advanced (A) = the student exceeded the core requirements in terms of knowledge, concepts, skills and competencies, and able to transfer them automatically through authentic performance tasks.

### **Components for Assessment:**

#### Formative Assessment

Formative assessment is interwoven with learning. It aids the teacher in finding out what the students already know and can do. It is characterized by continuous and constant monitoring of a student's readiness, skill development and concept understanding by the teacher with the aim of providing feedback to the student's learning. Formative assessments are given regularly and carried out at the end of a regular class time.

#### Summative Assessment

Summative assessment occurs at the end of a specific teaching period or a unit. It is the culmination of skills and knowledge learned in the unit, and provide students with opportunities to demonstrate their understanding and apply their knowledge in various ways.

### **Assessment Strategies and Tools:**

Assessment gives feedback to teachers regarding a student's learning and development. Students likewise take responsibility for their own learning and development, and take part in the assessment process constantly doing self reflection/self evaluation. Parents are periodically informed and updated about their child's progress, and given feedback as to how they can help their child at home.

Teachers used varied methods to gather information relevant to student learning. This includes observation, performance tasks/performance assessments, note-taking/learning logs, tests/quizzes and open-ended tasks. Teachers collect these data and record these information using the following methods: rubrics, exemplars, continuums, checklist and anecdotal records.

## **PROGRESS REPORT**

The progress report card is considered a legal document. Therefore, it is imperative that the student should handle it with utmost respect and responsibility. The progress report is given at the end of every term. The computer generated progress report and student portfolio is released per term during the Parent-Teacher Conference (PTC). Three-way Conference (Parent-Teacher-Student) is done on the Second Term and the Student-Led Conference (for Grades 1-6) is scheduled during the 3<sup>rd</sup> Term.

Any inquiry or contest of what is reported in the progress report card must be done officially in a letter addressed to the Department Supervisor within a week after the distribution of the report card.

To comply with the local requirements of the Department of Education of submitting numerical grades at the end of the school year, and for scholarship purposes, the school has the following numerical grade equivalents:

- Beginning (74 below)
- Developing (75-80)
- Approaching Proficiency (81-89)
- Proficient (90-97)
- Advanced (98-100)

## **ACADEMIC HONESTY**

Any form of cheating will be taken seriously and may result in the student receiving no credit for the paper, test or project. Cheating is defined as:

- a. copying another student's work during an assessment or a performance task
- b. asking for or giving unauthorized assistance during any assessment, homework assignment, project or the like.
- c. copying work directly from a website or other sources without properly citing the source or reference and presenting it as one's own
- d. plagiarizing - using another person's ideas, work, or part of their work and presenting it as one's own work

## **PROMOTION AND RETENTION**

### **GRADES 1-6**

The student's level of proficiency should at least reach the Developing (D) Level to be able to progress to the next level. In case the student was not able to attain the Developing level, the student has to undergo remedial classes to further develop and acquire the necessary skills and competencies.