

## **Assessment Policy**

### **Philosophy and Purpose**

Victory Charter School K5 is dedicated to developing globally aware students - intellectually, socially, and culturally by providing a broad and balanced education. The Assessment Policy is a working document, developed by a committee of IB teachers, leadership staff, and administration, to provide clear expectations for teachers, families, students, staff, and administration regarding the assessment philosophy and practices at VCS K5.

The primary purpose of assessments and examinations at VCS K5, is to support and encourage student learning through the gathering and analysis of information on student performance. Assessments and examinations in their various forms are a critical component of the educational journey and provide students with opportunities to determine the degree to which they have mastered content knowledge and skills, and to reflect on their progress. Assessments and examinations also provide teachers the ability to determine the degree to which students have attained mastery of content knowledge and skills, revise their curriculum and instruction to meet student needs, and to reflect on their practices. Therefore, at VCS K5, assessments and examinations are a means of ongoing communication between teachers, students, and families.

### **Teachers' Assessment Responsibilities**

- Prepare engaging and rigorous units/lessons and assessments.
- Use a wide variety of assessment tools.
- Ensure assessment correlates with unit objectives.
- Provide students with rubrics with anticipation.
- Ensure students understand assessment criteria.
- Provide appropriate access arrangements when required and become familiar with the Access and Inclusion Policy.
- Provide timely feedback.
- Provide and facilitate self-reflection time for students.
- Use professional judgment when evaluating a student's level of achievement.
- Reflect on students' performance and revise instruction where needed.
- Collaborate with colleagues teaching the same course to create units and assessments.
- Participate in on-going professional development.

### **Students' Assessment Responsibilities**

- Be accountable for their learning, asking for aid when needed and taking time to reflect on their academic progress.
- Complete quality works and performances to the best of their ability.
- Proactively track grades and marks.
- Become familiar with the provided assessment rubric.
- Be aware of due dates and meet them.
- Uphold a culture of academic integrity by becoming familiar with the Academic Honesty Policy.

### **Assessment Practices**

Assessment strategies are methods used to gather information about student's learning. They can be applied during the learning process or at the end of a unit to assess student comprehension and achievement level. Assessments can also be given before a unit of study to determine the student's prior knowledge. The following are prominent assessments practices found at VCS K5.

- Observations- teachers can assess student comprehension by engaging students in discussions or observing the whole class/individual student when completing tasks.
- Process Journals- facilitates student reflection. It is required in some MYP courses.
- Selected Responses- may be used during or at the conclusion of a unit in the form of quizzes and unit exams to measure student achievement and comprehension.
- Open-ended tasks- students elaborate on their understanding of specific prompts through discussions and/or written tasks.
- Performance tasks- Students are given an opportunity to demonstrate knowledge, skills, and understanding through creative presentations and project-based learning.
- iStation Diagnostic (iSIP)- conducted at the start of each month as a regular progress monitoring
- Florida Assessment of Student Thinking (FAST) - conducted three times a year (beginning of the year, middle of the year, end of the year)

### **Assessment Types**

Formative Assessments take place throughout the course of study. The purpose of formative assessments is to provide students the experiences to successfully perform on summative assessments.

Examples:

- Warm-ups
- Exit slips
- Portfolio

- Quizzes
- Observations
- Process journals

Summative Assessments is an open-ended task created by the teacher. The purpose of summative assessments is to allow students to authentically demonstrate their knowledge and comprehension. It is student centered and inquiry based. Summative assessments are conducted at the end of a unit.

Examples:

- Performance tasks
- Projects
- Assessment tasks

Formative and Summative Assessment:

- Align with each subject group's aims and objectives, as well as the Florida State Standards.
- Connect to the different IB learner profiles attributes.
- Are diverse in method.
- Foster student inquiry and exploration.
- Are grounded in real-world applications.
- provide students multiple opportunities to display knowledge.
- Are frequent and ongoing.
- provide students with timely and meaningful feedback.

### **Grading and Marking**

Victory Charter School K5 has adopted the following grading category percentages:

Victory Charter School Tampa has adopted the following grading category percentages:

- **40% Summative Assessments**
- **30% Formative Assessments**
- **20% Classwork**
- **10% Homework and Participation**

### **Reporting**

Assessments are critical tools used to develop effective teaching and should provide parents, teachers, and administrators with information to support student learning. VCS K5 effectively communicates with parents and students by:

- Providing students with copies of marked rubrics for criteria assessed.
- Sending updates to alert students and parents of important assessment dates.

- Distributing interim numerical grade reports every 4.5 weeks and report cards every 9 weeks.
- Hosting parent information sessions regarding standardized tests.
- Using an online grade book to allow parents continual live access to student's grades.
- Facilitating individual student / parent conferences that are scheduled upon parental or teacher request.

### **Informing Students, Parents, and Community**

The Assessment Policy forms part of VCS K5' IB Handbook, available for students, parents, and the community via our school website.

### **Review of Policy**

The Assessment Policy will be reviewed annually during the first leadership team meeting of the school year to ensure it is up to date with the principles and practices of VCS K5 and the IB organization.