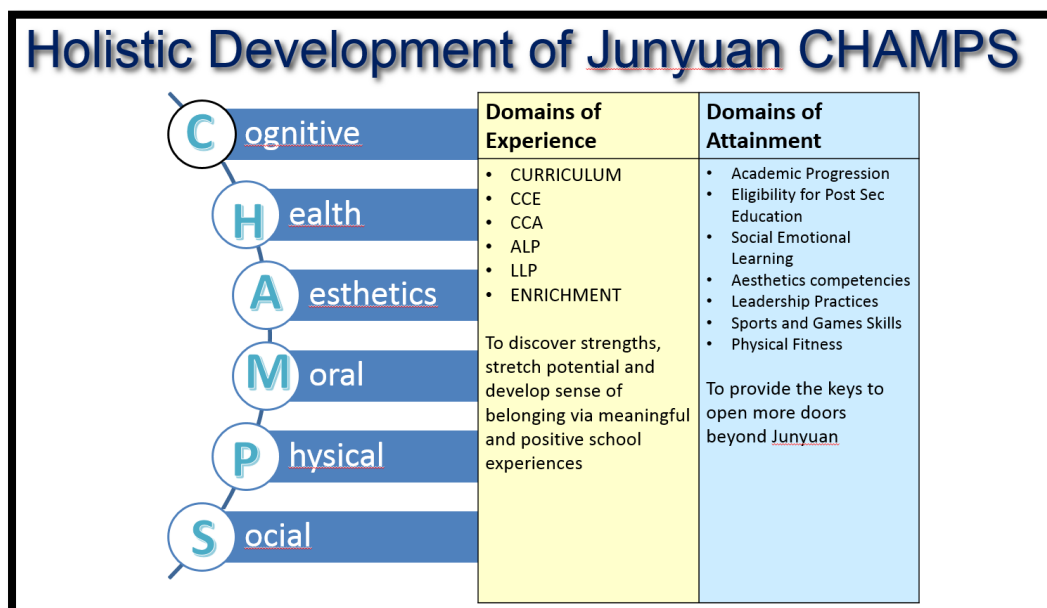


1. Introduction

In Junyuan we adopt a holistic approach towards Assessment, both developmental and evaluative, to support the holistic development of our Junyuan Champs.



Effective assessment facilitates meaningful and purposeful learning. A meaningful learning process caters to the learners' diverse profiles and motivates their learning, helping them achieve the learning outcomes outlined in our curriculum.

Our assessment seeks to achieve the following purpose:

- to gather information on students' learning to improve teaching and learning
- to increase student engagement in learning
- to assess student's learning and performance to determine progression to the next level of study

2. Learning and Assessment Plan

To support the learning and developmental needs and progress of students, teaching, learning and assessment are developed based on the intended school outcomes, curriculum content, syllabus outcomes and assessment requirements aligned to national standards.

The school Learning and Assessment policy articulates the school assessment expectations and requirements for both Formative and Summative assessments to ensure consistency in delivery to achieve the intended outcomes.

An overall Learning and Assessment Plan (LAP) is developed for each level and stream. The overall LAP (learning and assessment expectations for each subject) is communicated to students and parents at the start of each calendar year.

Each student will receive a detailed LAP for each subject, which include the following:

- What is the student learning? (i.e. the learning focus and expectation)
- How do we know the student is learning/ or has learnt? (i.e. Formative and Summative Assessment, schedule and requirement)

The LAP helps students to take ownership of their learning by taking pro-active steps to plan and manage their learning progress.

3. Formative Assessment

Formative Assessment carried out during the instructional process provides feedback to adjust ongoing T&L in order to improve students' achievement of intended instructional outcomes.

Formative Assessment seeks to inculcate students' positive and self-directed learning dispositions and encourage them to develop the right work habits and strategies and deliver effective effort.

As such, Formative assessment are not graded or counted towards the final subject grades. Examples include classroom pedagogies such as observations of students individual and group work, oral questioning, and exit tickets. Homework and non-graded work assignments supplement and support students' learning and mastery of the intended content and learning outcomes.

3.1 Homework

Homework in Junyuan is part of an overall strategy to support learning and assessment.

Homework **reinforces students' learning**, provides feedback on their progress and cultivates a healthy disposition towards continual learning. Because homework does not exist in a vacuum, the **community needs to understand that the amount of homework is cyclical** – for certain periods, more homework needs to be given, but this is balanced by other periods where little or no official homework needs to be distributed and students are free and should carry out their own self-revision and practice.

Students learn – through these assessment practices - that like life, time management is not a linear concept, but a holistic understanding which takes into account the demands of life's different stages.

3.2 Non Graded Work Assignment

Non-graded work assignments are intended for students to focus on learning and not results. The assignments aligned to the curriculum provide students with opportunities to practice and demonstrate their learning and understanding.

3.3 Expectations

All Students must:

- (a) understand the purpose of homework and non-graded work assignment and what is expected of them;
- (b) keep track of instructions and deadlines;
- (c) manage time well to ensure that homework/assignments is completed and submitted on time;
- (d) give his/her best effort in completing homework/assignments; and
- (e) review feedback from teachers on homework/assignments submitted.

We encourage parents to:

- (a) create a home environment conducive for studying and completion of homework/assignments;
- (b) supervise and provide support for child's learning;
- (c) reinforce good study habits and attitudes;
- (d) be mindful of the stresses arising from school homework and out-of-school activities, and help their children prioritise their time among these activities; and
- (e) partner with teachers to support their child's learning and development.

4. Summative Assessments

Summative Assessment is carried out at the end of an instructional unit or course of study for the purpose of giving information on students’ mastery of content, knowledge and skills, assigning grades and certifying student proficiency.

Summative assessment includes Weighted Assessments (WA) and Examinations. WA and Examinations serve as milestone checks to evaluate your child/ward’s mastery of content and skills and are integral to helping the school assess his/her academic progress for the year. This assessment of progress is essential to determine whether your child is able to manage a higher and more demanding academic load and level in the following year. WA and examinations results will be used to determine whether your child meets the **promotion criteria**.

For Sec 1-3 (all streams)

Weighted Assessments in Terms 1-3 are graded and included in the final computation of each subject mark. These may be in the form of written tests, assignments, project work, practical work or oral presentations. Details are included in the respective level and subject Learning and Assessment Plan (LAP)

For Sec 1 to 3, there is no Mid-Year Examination; instead, there is one Examination, the **End-of-Year Examination** which is held in Term 4. The marks obtained in this examination will be computed with the Weighted Assessments in Terms 1-3 to form the final End-of-Year mark for each subject.

Weighted Assessments and the End-of-Year Exams are part of the teachers’ holistic assessment of the students’ subject mastery. Students’ performance in these assessments determines their readiness to progress to the next level of study.

For Sec 4 and 5 (all streams)

As the graduating students prepare for the national examinations at the end of the academic year, they will have the opportunity for milestone checks at 3 junctures; Term Assessment (Term 1), Mid-Year Examinations (Term 2) and Preliminary Examination (Term 3). At each juncture, the grade attained informs the student of his/her learning progress and preparedness for the national examinations.

In the computation of students’ overall results, the weightings of the Weighted Assessments and Examinations are as follows:

Secondary 1 to 3

Semester	Semester One		Semester Two	
Terms	Term 1	Term 2	Term 3	Term 4
Assessment	Weighted Assessment	Weighted Assessment	Weighted Assessment	End-of-Year Examinations
Weighting	15 %	15 %	15 %	55 %

Secondary 4 to 5

Semester	Semester One		Semester Two	
Terms	Term 1	Term 2	Term 3	Term 4
Assessment	Term Assessment	Mid-Year Examination	Preliminary Examination	National “N” or “O” level Exams
Weighting	NA	NA	NA	

Promotion Criteria

Stream	Level	Requirement for Promotion to Next Higher Level
Express	Sec 1 and 2	Pass in EL and a pass percentage in the average of all subjects
	Sec 3	Pass in EL and 2 other subjects.
Normal (Academic)	Sec 1, 2 and 3	Pass in EL and 2 other subjects, OR Pass in 4 subjects. Sec 1N and 2N students who have achieved an average of 70 % or higher in SA 2 and overall results may be laterally transferred to the Sec 2 and 3 Express stream respectively.
	Sec 4	Sec 4N who achieved a grade 5 or better in EL, Mathematics, and 3 other subjects; and obtained an aggregate of 19 points and below for EL, Mathematics and 3 best subjects at the GCE N(A) Level Exam can be promoted to Secondary 5N.
Normal (Technical)	Sec 1	Pass 2 subjects, including English or Mathematics. Sec 1T students who have achieved an average of 70 % or higher in SA 2 and overall results may be laterally transferred to the Sec 2 Normal (Academic) stream.
	Sec 2 and 3	Pass 2 subjects, including English or Mathematics. Sec 2T and 3T students who have achieved an average of 70 % or higher in SA 2 and overall results may be laterally transferred to the Normal (Academic) Stream at the same level (i.e. Sec 2T to Sec 2N or Sec 3T to Sec 3N).
	Sec 4	Sec 4T students who have achieved Grade A for English and Mathematics and Grade B or better for one other subject at the GCE N(T) Level Exam can be laterally transfer to Secondary 4N.

Junyuan Secondary Learning and Assessment Policy (Parents)

4.1 Weighting Assessment (WA)

Expectations

WAs constitute assessment tasks which may include written tests, graded assignments and projects/performance tasks. These tasks serve to provide feedback to students on their learning progress. We expect students to be **self-directed** in their learning, to **take each weighted assessment task seriously** and to **proactively seek clarification from teachers** with regards to the requirements and expectations for these tasks.

Absences from tests designated as WAs

- a. A medical certificate must cover absence from tests dated on the same day as the assessment.
- b. In the event the student's absence is not due to medical reasons, parents must write a letter addressed to the School Leaders/HOD and submit to the Form Teacher, stating clearly the duration and reasons for the absence.
- c. Each request will be attended by School Leaders or HOD on a case-by-case basis in consultation with the Form Teacher and subject teachers. Only approved cases in writing will be considered as valid reason for absence.
- d. In the event that your child/ward is unwell and has a medical certificate to validate his/her absence, it is not advisable for him/her to attend school just to take the test on that day.
- e. Students who are absent from tests with a valid reason will be required to sit for the test within 5 school days from the day the tests were administered.
- f. Should the student be away on a prolonged medical leave for 5 days or more or due to official reasons, he/she should notify the Form Teacher of the duration and he/she will be exempted from the test. It will be indicated in the Progress report as VR (Absent with Valid Reason) for the particular test components.
- g. The student will be awarded zero marks if there are no valid reasons.
- h. When VR status is given for a missed WA component, the marks will not be included in the total calculation of WA. The overall WA performance is based on the remaining assessment components and marks will be pro-rated.

Non-submission of projects/graded assignment designated as WAs

- a. A medical certificate must cover absence for the day he/she is due to submit the project/assignment.
- b. In the event the student's absence is not due to medical reasons, parents must write a letter addressed to School Leaders/HOD and submit to the Form Teacher, stating clearly the duration and reasons for the absence.
- c. Students who are absent will be required to submit the project/assignment within 2 school days from the day he/she is due to submit the project/assignment.
- d. It is considered a late submission if the student submits more than 2 days after the day he/she is due to submit the project/assignment. Marks may be deducted based on the expectation set by the department.
- e. Should the student be away on a prolonged medical leave for 5 days or more or due to official reasons, he/she should notify the Form Teacher of the duration and he/she will be exempted from the test. It will be indicated in the Progress report as VR (Absent with Valid Reason) for the particular test components.
- f. The student will be awarded zero marks if there are no valid reasons.
- g. When VR status is given for a missed WA component, the marks will not be included in the total calculation of WA. The overall WA performance is based on the remaining assessment components and marks will be pro-rated.

Junyuan Secondary Learning and Assessment Policy (Parents)

4.2 Examinations

Expectations

Students are expected to read, understand and adhere to the Examinations Rules and Regulations as stipulated in the school website, through instructions from the school, and/ or through instructions from the examination invigilators.

Absences from Examinations

- a. A medical certificate must cover absence from examination dated on the same day as the assessment. Letter of excuse from parents will not be accepted.
- b. In the event that your child/ward is unwell and has a medical certificate to validate his/her absence, it is not advisable for him/her to attend the school just to take the examination on that day.
- c. When VR status is given for a missed examination component, e.g. miss paper 1, the marks for the paper will not be included in the total calculation of the overall marks. The overall performance is based on the remaining assessment components and marks will be pro-rated.
- d. If the student misses all the examination components for the subject, the results will be benchmarked against their previous WA results.
- e. Students' absences from examination may affect their eligibility for awards.

Students who do not meet promotion criteria

- a. Students who do not meet the promotion criteria may be offered a chance for advancement, subject to the approval of the school promotion panel helmed by the Principal.
- b. Students who do not meet the promotion criteria may be required to demonstrate basic subject mastery through performance of specific tasks/assessment as stipulated by the promotion panel.
- c. Based on the student's performance and meeting the stipulated conditions, the school leaders will decide if the student should be advanced

5 Monitoring and Review

The school has in place mechanisms to monitor and review learning and assessment plan to ensure effective implementation:

- a. School and Department guidelines for teachers in the setting, assignment and marking of assessment tasks to ensure adequate quantity and appropriate quality of work. Guidelines include the number and frequency of Weighted Assessment for each subject during curriculum term and homework/assignment during holidays
- b. Year Heads are appointed to coordinate and monitor the workload especially holiday.
- c. School leaders are involved in the regular review of school homework guidelines to ensure the learning needs of students are not compromised.