



ANSAR ENGLISH SCHOOL PERUMPILAVU

STANDARD OPERATING PROCEDURE

ASSESSMENT & EVALUATION

Reference No: AES/EXM/SOP/01

Process Name: Assessment and Evaluation

Process Objectives:

This SOP outlines the procedure for the fair and smooth conduct of the assessment and evaluation in the school. This SOP ensures systematic and fair evaluation of students' academic progress and achievement. By following this SOP, the school aims to uphold standards of excellence in education and facilitate continuous improvement in teaching and learning practices.

Scope of the process:

This SOP outlines the procedures for conducting formative and summative assessments in all classes, ensuring fair and effective evaluation aligned with the educational objectives of the school. It also outlines the procedures for conducting formative and summative assessments in compliance with the guidelines set forth by the Central Board of Secondary Education (CBSE).

Process Owner: Ms. Sajida Razack

Process Members: Principal, Vice Principal, Academic heads, Exam cell members, teachers, administrative staff.

Procedure :

A. Pre-Assessment Preparation

Curriculum Alignment: Ensure that assessments align with the prescribed CBSE curriculum, including learning objectives and assessment criteria.

Assessment Planning: Develop an assessment schedule detailing dates, types of assessments (formative or summative), subjects, and weightage distribution.

Formation of Exam Cell : An exam cell is formed under the leadership of the process owner including members from all sections to ensure smooth conduct of different types of assessments.

Resource Preparation: Prepare assessment tools such as question papers, rubrics, marking schemes, and other necessary materials.

Communication: Notify teachers, students, and parents about the upcoming assessments, providing clear instructions and expectations.

Infrastructure Evaluation: Assess the school's infrastructure including classrooms, laboratories, library, sports facilities, sanitation, and safety measures.

B. Formative Assessment Procedure

Continuous Evaluation: Conduct regular formative assessments throughout the academic session to gauge students' understanding and progress.

Varied Assessment Methods: Utilize diverse assessment methods such as quizzes, assignments, projects, presentations, and class discussions to assess different learning styles and abilities.

Feedback Mechanism: Provide timely and constructive feedback to students to help them understand their strengths and areas for improvement.

Record Keeping: Maintain records of formative assessment scores and feedback for each student to track their academic performance and growth.

C. Summative Assessment Procedure

Final Evaluation: Conduct summative assessments at the end of each term or academic year to assess students' overall learning outcomes.

Standardized Assessment Tools: Administer standardized question papers based on CBSE guidelines for each subject, ensuring fairness and consistency.

Examination Supervision: Ensure proper invigilation and supervision during examinations to maintain integrity and prevent malpractices.

Evaluation Process: Evaluate answer scripts using prescribed marking schemes and rubrics, ensuring objectivity and accuracy. Centralized evaluation or individual evaluation can be preferred based on the suggestions of the exam cell.

Result Compilation: Compile summative assessment results and prepare report cards reflecting students' performance in each subject.

D. Post-Assessment Procedures

Result Declaration: Declare assessment results promptly, following school policy, CBSE guidelines and protocols.

Parent-Teacher Meetings: Schedule parent-teacher meetings to discuss students' performance, strengths, areas for improvement, and future academic goals. Parent-teacher meetings can be conducted online for parents who are abroad or for those who are not physically fit to travel.

Support or enhancement Actions: Identify students in need of additional support based on assessment results and implement remedial measures such as extra classes, counseling, or academic interventions. ASP, Academic support programme for those who scored below the average and AEP, Academic enhancement programme for those scored high to be scheduled. Internal or external resources can be utilized for providing additional

support.

Data Analysis: Analyze assessment data to identify trends, assess the effectiveness of teaching strategies, and inform instructional planning for future sessions.

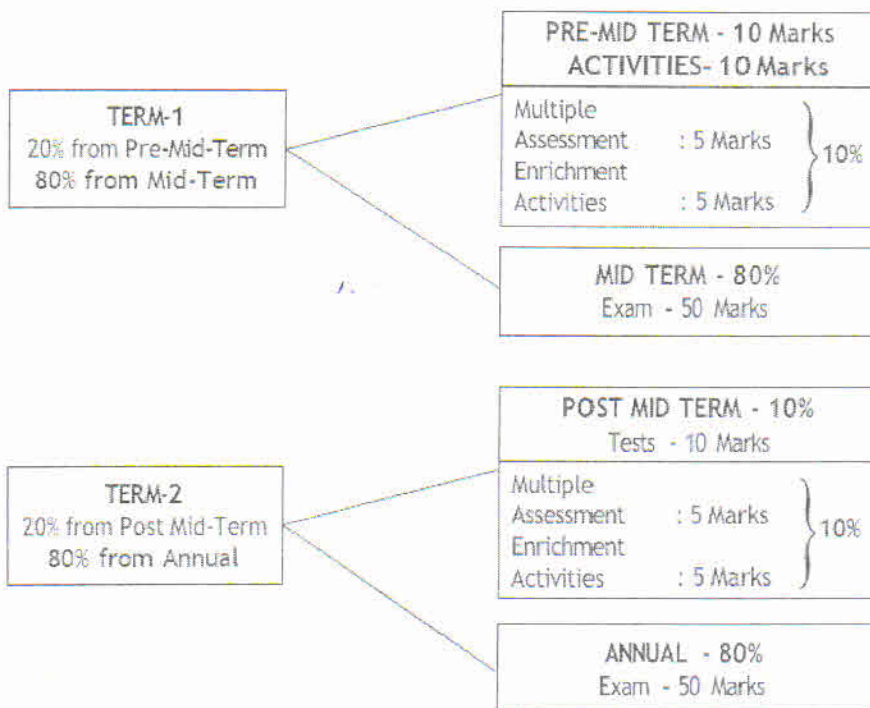
Feedback Session: Schedule a feedback session with school administration to discuss assessment results, commendations, and areas needing attention.

Action Plan Development: Collaborate with school authorities to develop an action plan addressing identified areas for improvement.

Follow-Up: Establish a timeline for follow-up assessments and support provision to monitor progress and implementation of the action plan.

ASSESSMENT STRUCTURE OF ANSAR ENGLISH SCHOOL PERUMPILAVU

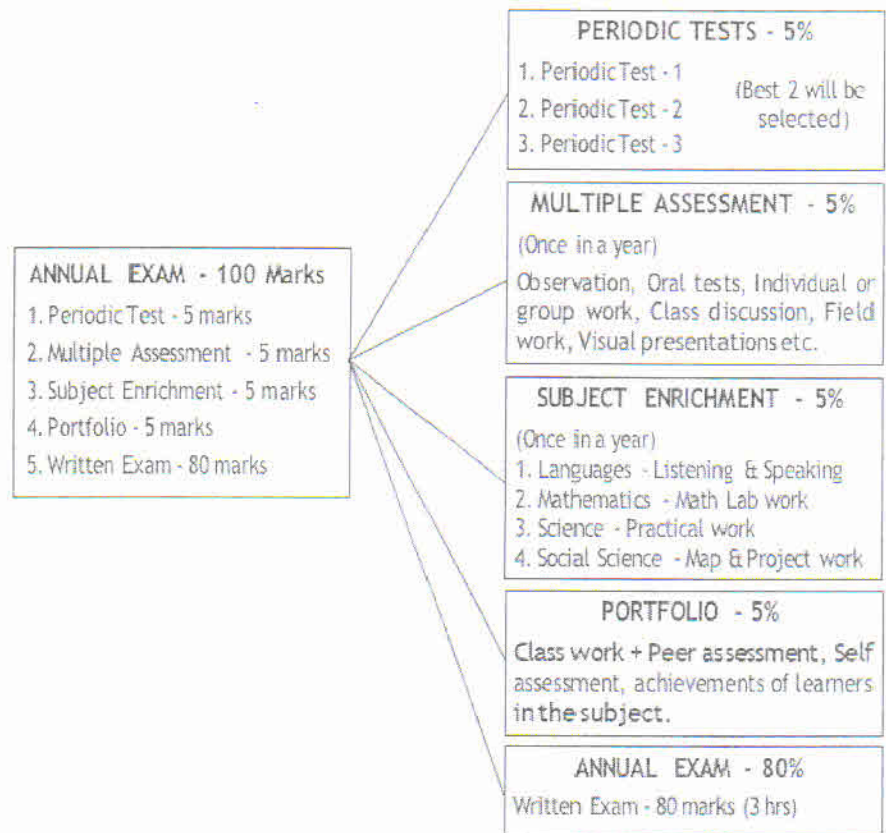
SCHOLASTIC ASSESSMENT FOR CLASSES I-V



GRADING (5 Point Grading Scale)

| Marks Range | Grade | |
|--------------|-------|-------------------|
| 91-100 | A+ | Outstanding |
| 75-90 | A | Excellent |
| 56-74 | B | Very Good |
| 33-55 | C | Average |
| 32 and below | D | Needs Improvement |

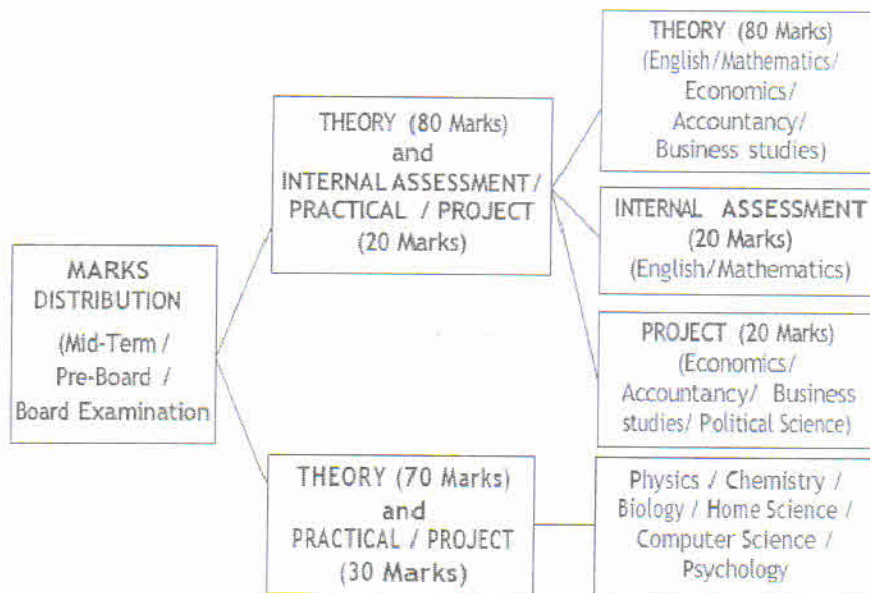
SCHOLASTIC ASSESSMENT FOR CLASSES VI-X



CLASSES VI to IX & XI

| GRADING SCALE | |
|---------------|------------|
| Marks Range | Grade |
| 91-100 | A1 |
| 81-90 | A2 |
| 71-80 | B1 |
| 61-70 | B2 |
| 51-60 | C1 |
| 41-50 | C2 |
| 33-40 | D |
| 32 and below | E (Failed) |

SCHOLASTIC ASSESSMENT FOR CLASSES XI & XII



Assessment Process at AES

- Academic heads prepare the question paper allotment duty list.
- Question paper setters have to refer Year Plan and Assessment Schedule
- HODs will set blue print for Question Paper.
- Question paper and Marking Scheme as per the CBSE guidelines and school policy.
- Sending QP, MS & BP to the exam mail: exams@ansarschool.in
- Selection of Question Paper by exam controller and HODS.
- Submission of QP for approval to Vice Principal and Principal.
- Sending the QP to printing department.
- Differentiated question paper will be prepared and distributed as per the requirement and recommendation submitted by the concerned section heads.
- HODs to collect question paper feedback in the prescribed format from subject council members on the same day of exam and email to the exam cell.

Instructions for invigilators

1. Editing and amendments of questions are not permitted during the Exams.
2. Teachers on invigilation duty to reach their respective class rooms on time. Check the seating arrangement and sign on the Hall Ticket in the respective columns on examination days.

3. All the teachers are instructed to be vigilant and invigilate strictly. The invigilation will be monitored and marked in the observation book daily.
4. Students to keep their books and bags outside the class room by 8:30 am
5. Students to visit wash room before the examination starts, they are expected not to leave their seat under any pretext during examination.
6. Distribute the answer booklets at 8:45 am and sign the papers after checking their Admission number, Roll number, Name, Class & Division, Day and Date of Examination, Code number, Set number etc filled correctly.
7. Distribute the question papers at 9 am and give 15 minutes cool off time and allow them to start writing the exam at 9:15 am.
8. Don't allow the students to write anything in the question paper except their respective name and roll number.
9. Students should bring all the materials for the assessments (pen, pencil, eraser, scale etc) and they are not allowed to exchange any materials in the examination hall.
10. Students are not allowed to use white ink in the answer paper.
11. If a child is found using any unfair means during examination the matter will be reported to the Junior Principal/Head teacher and zero (0) marks will be awarded. Teachers on duty should write his/her comments and attach the evidence with the answer sheet. **However the child is allowed to continue answering rest of the questions.** At the end of the exam the child is escorted to the examination cell. The child will submit an apology letter. The Junior Principal/Head teacher will write on the paper "Zero marks awarded" and submit it to the Vice Principal for further action and the matter will be reported to the parents on the last day of examination.
12. In case of emergency, Examination Controller Mrs. Sajitha Razack who will be available in the examination cell to be contacted (through the reliever).
13. Science (Physics, Chemistry and Biology) and Social Science (History, Civics, Economics and Geography) papers should be written together in one answer sheet. It is applicable up to class X.
14. All the relievers are instructed to collect all the required materials (question papers, answer booklets, additional sheets, attendance sheets, stapler pins etc...) From the examination room and distribute the same to the invigilators of the allotted rooms and collect the papers after the examination and submit to the examination Cell.
15. The invigilators have to sign with their name and date in the front page of the answer booklets after verifying the details and sign in the additional sheets, graph papers, map etc).
16. The answer papers are to be collected back in an ascending order (language wise) after completion of the exam.

17. The relievers have to collect the Students' attendance sheet at 9:30 am from the classes and return it to the examination cell.

18. The invigilators should remain in their class rooms till the last bell.

Guidelines for valuation and score entry

- Subject teachers have to collect answer sheets from the exam cell on the same day of the exam or on the next day.
- Paper valuation must be completed within 3 days after the exam.
- After completing the valuation, the papers are to be handed over to a parallel teacher for cross checking.
- After cross checking, the paper bundles are to be submitted to the Junior Principal for verification.
- Junior Principal will forward the answer bundles to the Vice Principal and the Principal for random verification.
- Subject teachers have to enter the scores in the software and finalise after cross check.
- The teacher in charge of the software will submit the consolidated score sheet to the academic heads.
- Class-wise report cards will be generated before the open day.

Documents

- Mark registers
- Consolidated score sheets
- Open day reports
- Parents' feedback
- Progress reports
- Rubrics
- Observation records of class teachers

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