



# REPORT GRADING POLICY

## Guiding Statements

### Learning and Academic Achievement

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

ACS (International) provides Termly reports to students and their families about their progress. The Policy below explains to parents what the grade descriptors represent and how they are determined.

### Subject Attainment (Term 1, 2 and 3)

The Subject Attainment grade is an assessment of the student's academic progress in each subject from the beginning of the academic year to the current date in which the report is prepared for. The purpose for an accumulated approach, rather than reporting on a single term, is so that families have a holistic view on the student's attainment across the academic year. The weightage of accumulated grades from term to term differs between Faculties due to differences between subject curriculum structures. If you wish to know how an individual Faculty calculates the accumulated Subject Attainment grades please contact the relevant Head of Faculty.

The table below shows the Subject Attainment Grades that can be awarded, which are based on the IB grading system. The table also shows the Pass/Fail boundary, high level descriptor and an IGCSE convertor for those students in Year 3 and 4.

Subject Attainment Grades	Status	Grade Descriptors	IGCSE Conversion
7	Pass	Excellent	A*
6	Pass	Very good	A
5	Pass	Good	B
4	Pass	Satisfactory	C
3	Fail	Weak	D
2	Fail	Poor	E
1	Fail	Very Poor	F, G and U
-	Not Awarded	Grade unable to be awarded e.g. late start	

The Subject Attainment grade incorporates all tests and coursework, plus other formal and informal assessments based upon the teacher's professional judgment.

This means that each Term's grade comprises the following:

*Term 1* – Term 1 assessment items;

*Term 2* – Accumulated grade from Term 1 including Term 2 assessment items;

*Term 3* – Accumulated grade from Term 2 including Term 3 assessment items;

*Term 4* – *Subject Achievement*

Prepared By	Approved By	Review and Revised	Reviewed by	Next Review
SLT	SLT	T3 2024	SLT	T3 2025

## **Subject Achievement (Term 4)**

The Subject Achievement grade is an overall assessment of the student's work for the whole academic year. The grade comprises:

- The accumulated Subject Attainment grade from Terms 1, 2 and 3.
- Term 4 assessment items.
- End-of-year written examination/Preliminary examination (IGCSE and IBDP).

## **Missing Prelim and End-of-Year Examinations**

### *Valid Reason*

On occasion, students may miss the end-of-year examinations for a valid reason. Valid reasons include, but are not limited to:

- Sick with a valid Medical Certificate.
- COVID-19 related absences, e.g. Positive, SHN, Positive ART.
- Compassionate grounds, e.g. death of a close family member.
- Misadventure, e.g. accident on the way to the exam.
- Early departure from school with permission.

Valid reasons must be supported with appropriate documentation. The school will decide whether the reason is valid or not.

### *Subject Achievement Calculation for Valid Reasons*

If the school determines the absence was valid, the student will receive a '-' for their examination grade. The following approaches may be used to consider how the Subject Achievement grade will be derived in lieu of the missing end-of-year examination component:

- Use of other assessment items as a substitute for the end-of-year examination.
- Use of other papers sat in the same examination period in that subject, e.g. student misses one out of two papers.
- Sitting a substitute examination.
- Use of a predicted grades if one was created prior to the examination.
- Removing end-of-year examination component from Term 4 Subject Achievement.

The school will determine the approach to be used. The approach may differ between Faculties and subjects.

### *Invalid Reason*

Students who miss their end-of-year examination with no valid reason will be given a zero grade and this will be counted towards their Subject Achievement grade. Invalid reasons include, but are not limited to:

- Examination missed with no reason provided.
- No Medical Certificate produced.
- No valid documentation provided for a valid reason, e.g. no proof of COVID-19 positive ART.
- Early departure from Singapore without school permission.

### *Prelim Examination Grades – Exam not taken*

Students will not receive a zero grade if they miss an exam. Instead a '-' should be given regardless of if the reason for missing the exam was valid or invalid. Where there are multiple papers, and a student misses one or more of them, a '-' will also be awarded.

### *Subject Achievement Calculation for Invalid Reasons*

If the school determines the absence was invalid, the student will be awarded a zero for the end-of-year examination, and this will be used in the calculation of the Subject Achievement grade.

### *Progression and Subject Entry*

In cases where the student's performance in the end-of-year examinations is to be used for progression or subject entry decisions, the school may ask the student to sit additional diagnostic tests as a

substitute for the end-of-year examinations, e.g. entry into IBDP from FIB/Pre IB, IGCSE Additional Mathematics, IGCSE triple science combination, IBDP Higher Level subjects, etc.

### Attitude to Learning (All Reports)

The Attitude to Learning grade is the judgement of the teacher as to how well a student has engaged with their own learning in class for the term (not accumulated). The key components of this judgement are as follows:

- **Behaviour** – Follows the teacher’s instructions and is respectful to teachers and peers.
- **Engagement** – Actively learns through participation and constructive contributions.
- **Organisation** – Has the required equipment and organises their classwork and homework.

The descriptors below provide a guide as to how this is judged<sup>1</sup>.

Grade	Behaviour	Engagement	Organisation
7	Consistent model behaviour	Proactive and frequent positive contributions	Always organised
6	Model behaviour	Positive contributions	Always organised
5	Meets class expectations	Active in class activities	Mostly organised
4	Meets class expectations	Involved in activities as instructed	Fairly organised
3	Below class expectations	Passive in class activities	Sometimes organised
2	Disruptive to the class	Inattentive in class activities	Occasionally organised
1	Disruptive to the class	Rarely engaged	Rarely organised
-	<i>Judgement unable to be made e.g. student joined school late or prolonged absence.</i>		

### Completion of Work (All Reports)

The Completion of Work grade is the judgement of the teacher as to how well a student has managed their studies in the production of work (not accumulated). The key components of this judgement are as follows:

- **Work Submitted** – Did the student submit all the work for the term?
- **Timeliness of Submissions** – Did the student submit all work on time and as required?
- **Accuracy of Work** – Did the student complete the work as per criteria and as advised?

The descriptors below provide a guide as to how the grade is judged<sup>1</sup>.

Grade	Work Submitted	Timeliness of Submissions	Accuracy of Work
7	All work submitted	All work submitted on time	Relevant self-extension of work performed
6	All work submitted	All work submitted on time	Work completed as expected
5	All work submitted	Most work submitted on time	Work completed as expected
4	Most work submitted	Most work submitted on time	Most work completed as expected
3	Some work submitted	Some work submitted on time	Some work completed as expected
2	Little work submitted	Work rarely submitted on time	Some work completed as expected
1	No work submitted	No work submitted on time	Work not completed as expected
-	<i>Judgement unable to be made e.g. student joined school late or prolonged absence.</i>		

<sup>1</sup> The student’s performance may not exactly fit the descriptors for the Grade in each component, however the Grade awarded is indicative of the student’s average performance across each of the three components.

## **Examination Grading**

Students sit formal examinations at various points throughout the year. The results of these examinations are published in the school reports. The following grade systems will be followed for examinations:

### **Junior Division**

Examination Grades reported using 1-7 as per Subject Attainment.

### **Middle Division – IGCSE**

Examination Grades reports using A\*, A, B, C, D, E, F, G and U to reflect the IGCSE examination system.

### **Senior Division – IBDP**

Examination Grades reported using 1-7 as per IBDP.

### **Year 1 to 4 - Mother-Tongue Subjects**

The exception to the above is Mother-Tongue subjects in Years 1 to 4, where the school will grade using the Singapore-Cambridge GCE 'O' Level grading system: A1, A2, B3, B4, C5, C6, D7, E8 and F9.

## **School Academic Awards**

Each term, the school will use School Report data to determine Academic Awards.

With regards to termly Academic Awards, the school uses a calculation of grades to determine a Grade Point Average (GPA). The sole purpose of the GPA is for determining student awards; it is not used for any other academic decision making. The GPA is generated from the grades of all three criteria – Subject Attainment, Attitude to Learning and Completion of Work.

The qualifications for school Academic Awards are as follows:

### **Principal's List**

GPA of 6.60 or higher

### **Distinction**

GPA of 6.40 – 6.59

### **Effort and Achievement**

GPA of 6.20 – 6.39

### **Commendation for Effort**

Commendation for Effort is awarded to student who meets the criteria for both Attitude to Learning and Completion of Work:

- Minimum x6 grades of 6 or 7.
- At least x4 grade 7s.
- All grades 4 or above.