


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.5
	DOCUMENT NAME STUDENT ASSESSMENT	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

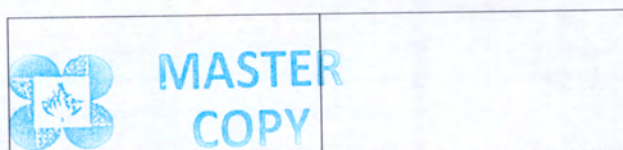
- 1.1 To ensure that course objectives are attained.
- 1.2 To provide formative and summative assessment of student learning.
- 1.3 To ensure the effectivity and efficiency of the student assessment tools.
- 1.4 To improve instruction and learning processes.
- 1.5 To observe transparency in informing students of their progress.
- 1.6 To determine whether the students will be able to pass or fail a particular subject.
- 1.7 To serve as basis when deciding for the retention or dismissal of the students.


2.0 SCOPE

This process covers the conduct of assessment in monitoring student learning. This also includes the administration of removal examination to all students whose 4th quarter tentative grade is 4.0.

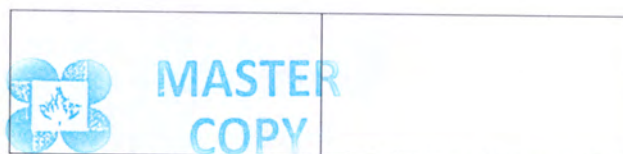
3.0 POLICIES


- 3.1 The faculty member, Academic Unit Head, or everyone involved in the preparation, reproduction, storage, and administration of assessment tool shall ensure its integrity at all times.
- 3.2 PSHS shall have the following student assessments:
 - 3.2.1 Pen and paper
 - 3.2.2 Alternative forms of assessment



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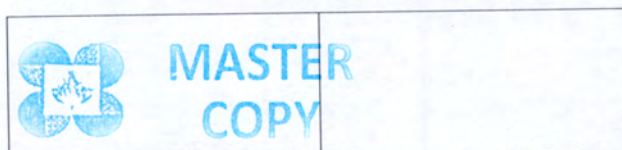
- 3.3 All assessment components within the course must be sufficiently varied to enable students to give evidence of a full range of knowledge and competencies.
- 3.4 Assessments are scheduled and monitored to ensure that students have enough time to prepare and manage their workload.
- 3.5 Assessment components, criteria, and other measures to be used in evaluating student performance, shall be communicated to students before the assessment is administered.
- 3.6 An assessment strategy shall be included in the subject implementation plan.
- 3.7 Assessment components must primarily be focused on higher order thinking and 21st century skills applied in a variety of context.
- 3.8 Key to correction and/or Table of Specifications shall be used to grade pen and paper exams.
- 3.9 Rubrics shall be used to grade alternative forms of assessment.
- 3.10 Constructive feedback shall be given to students in a timely manner.
- 3.11 Formative assessments may not be graded.
- 3.12 Make up assessment may be allowed for valid reasons.
- 3.13 Quarterly Summative Assessment
- 3.13.1 The quarterly summative assessment must measure the students' mastery of the desired learning competencies.
- 3.13.2 The quarterly summative assessment shall be the same across grade level.




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3.14 Removal Examination

- 3.14.1 Final examinations are administered in the fourth quarter of the school year for all subjects and final grades are computed based on the set criteria. In cases that students get a final grade of 4.0, they are given removal examination. This is to give chance for the students to remove the conditional failure in a particular subject.
- 3.14.2 Only one removal examination shall be given per subject area in each year level.
- 3.14.3 The examination must be departmentalized.
- 3.14.4 The examination shall cover the minimum competencies of the course.
- 3.14.5 Each unit shall adopt a common schedule.
- 3.14.6 A student who takes a removal examination can only get either a 3.0 or 5.0 as final grade in that particular subject.
- 3.14.7 Passing the removal examination means a final grade of 3.0 (50%-54% correct answers).
- 3.14.8 Failing the removal examination means a final grade of 5.0.

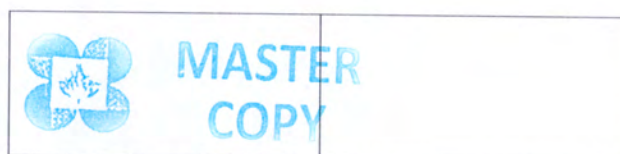



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4.0 PROCEDURES

4.1 Preparation of Assessment

Responsibility	Activity
Faculty Member	<ol style="list-style-type: none"> 1. Plans the assessment strategy aligned with the desired learning competencies. 2. Incorporate the assessment strategy in the Subject Implementation Plan. 3. Prepares the assessment items with the key to corrections, table of specifications or rubrics, if applicable.
Academic Unit Head	<ol style="list-style-type: none"> 4. Approves the assessment strategy. 5. Reviews the assessment tool for major summative assessment.
CID Chief	<ol style="list-style-type: none"> 6. Approves the assessment tool for major summative assessment.
Faculty Member	<ol style="list-style-type: none"> 7. Prepares sufficient assessment materials and ensures that materials are stored in a safe and secure place.
Materials Reproducer	<ol style="list-style-type: none"> 8. Reproduces the test materials for major summative exams.



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4.2 Administration of Assessment

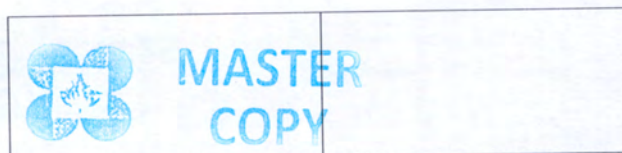
<u>Responsibility</u>	<u>Activity</u>
Faculty Member	<ol style="list-style-type: none"> 1. Sets up the classroom to ensure that the students are comfortable and that integrity of the assessment is maintained. 2. Provides clear and complete instructions to the students. 3. Administers assessment. 4. Collects all test materials and stores them in a safe and secure place.


4.3 Checking and Grading of Assessment

<u>Responsibility</u>	<u>Activity</u>
Faculty Member	<ol style="list-style-type: none"> 1. Checks assessment materials using the approved key to correction or rubrics. 2. Records the results, if applicable. 3. Gives immediate feedback to the students.

4.4 Use of Assessment Results

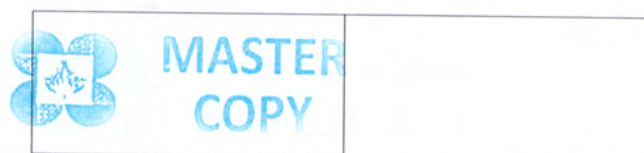
<u>Responsibility</u>	<u>Activity</u>
Faculty Member	<ol style="list-style-type: none"> 1. Identifies content that needs further clarification and teaching. 2. Prepares and implements interventions, if necessary.




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4.5 Administration of Removal Examination

Responsibility	Activity
Subject Teacher	<ol style="list-style-type: none"> 1. Informs the student about his/her grade of 4.0 and the parents as well. 2. Gives students at least 3 days to prepare for the removal examination. 3. Schedules the examination. 4. Prepares the examination and submit to Academic Unit Head for review.
Academic Unit Head	<ol style="list-style-type: none"> 5. Approves the examination.
Faculty Member	<ol style="list-style-type: none"> 6. Administers the examination on the scheduled date.
Subject Teacher	<ol style="list-style-type: none"> 7. Checks the exam. 8. Submits the result to the Scholarship committee for deliberation.
Scholarship Committee	<ol style="list-style-type: none"> 9. Deliberates on the result. 10. Informs the student and parents.
CID Chief	<ol style="list-style-type: none"> 11. If student fails the exam, submits a recommendation to the Mancom for endorsement to the Execom. 12. Upon receipt of the BOT Resolution, informs the student and parents on the final decision.



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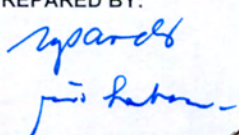
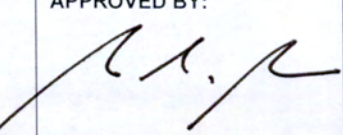

5.0 LIST OF FORMS AND REPORTS

5.1 Forms

None

5.2 Reports

- 5.2.1 Assessment Strategy
- 5.2.2 Table of Specifications
- 5.2.3 Rubrics
- 5.2.4 Class Record

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