

Assessment Policy

This policy is created for the information and guidance of students, parent(s)/guardian(s) and school staff on how internal assessments are carried out at Belgravia High School (BHS).

ENTRANCE ASSESSMENT

Any student who intends to register and enroll at Belgravia High School will undergo a written assessment with the following content:

1. English assessment (to include grammar and a written component)
2. Mathematics assessment (to include mental Mathematics)
3. Arabic assessment (to include grammar and a written component)

The assessments will be levelled according to the different year group students are applying for.

Students and parent(s)/guardian(s) will be informed through email and/or phone call if they have passed the assessment and are eligible to enroll at BHS.

There is a fee associated with this assessment that must be paid before students are officially enrolled at BHS

CLASS ASSESSMENTS

These assessments are based on the discretion of the subject teacher and when they will be able to do assessments during lessons. Assessments are usually done:

1. At the end of the lesson to evaluate learning.
2. At the end of the topic/unit/chapter.
3. Mock examinations for Years 11, 12 and 13 - in preparation for upcoming external examinations.
4. End of Year assessment – for Year 10 students.

MOCK EXAMINATION PROTOCOLS

Belgravia is following the examination procedure from the Joint Council for Qualifications (JCQ) and the relevant examination boards to prepare them for the actual external examinations. Students must follow these rules and regulations and the centre policy as stated below:

1. Students must attend all examinations as per their timetable. Any candidates who have a timetable clash will be given additional information.
2. Students must be outside the examination room **at least 15 minutes** before the actual start of the examination. Any late arrivals will be accepted if a valid reason has been presented within a given time frame, and with the approval of the Head of Centre.
3. Students must bring their own examination materials which must be placed in a transparent pencil case/zip-lock plastic pouch:
 - a. BLACK PENS – at least 2 pens; erasable and gel pens are NOT allowed
 - b. PENCILS, RUBBERS/ERASERS AND PENCIL SHARPENER
 - c. RULER, PROTRACTOR AND COMPASS - if needed for the examination paper
 - d. CALCULATOR – if needed for the examination paper

***** PLEASE NOTE THAT STUDENTS WILL NOT BE ALLOWED TO ENTER THE EXAMINATION ROOM UNLESS THEY HAVE PRESENTED THESE EXAMINATION MATERIALS TO THE INVIGILATOR *****

4. Examination materials as stated above MUST be provided by the candidates and it is NOT the school's responsibility to provide them. Due to COVID restrictions, NO borrowing or lending of these materials will be allowed.
5. As soon as students enter the examination, **COMPLETE SILENCE MUST BE OBSERVED. INSTRUCTIONS MUST BE FOLLOWED FROM THE EXAMINATIONS OFFICER OR INVIGILATOR(S).**
6. **MOBILE PHONES** are not allowed inside the examination room This is a very serious offense and candidates will be DISQUALIFIED if mobile phones are caught in their possession during the examination.
7. Watches and/or smart watches are not allowed inside the examination room.
8. Water bottle labels should be removed and must be placed on the floor.
9. Candidates cannot leave the examination room until the finish time indicated. If students finish early, they must remain in their seats in silence.
10. Following instructions from the Examinations Officer or Invigilator(s), students must leave the room in **COMPLETE SILENCE**, as there may be other candidates still working.

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