


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.5
	DOCUMENT NAME  STUDENT ASSESSMENT	REVISION NO. 0
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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 4<sup>th</sup> 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

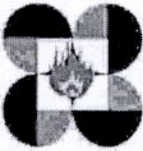


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- 3.3 All assessment components within the course must be sufficiently varied to enable students to give evidence of a full range of knowledge and competencies.
- 3.4 Assessments are scheduled and monitored to ensure that students have enough time 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"> <li>Plans the assessment strategy aligned with the desired learning competencies.</li> <li>Incorporate the assessment strategy in the Subject Implementation Plan.</li> <li>Prepares the assessment items with the key to corrections, table of specifications or rubrics, if applicable.</li> </ol>
Academic Unit Head	<ol style="list-style-type: none"> <li>Approves the assessment strategy.</li> <li>Reviews the assessment tool for major summative assessment.</li> </ol>
CID Chief	<ol style="list-style-type: none"> <li>Approves the assessment tool for major summative assessment.</li> </ol>
Faculty Member	<ol style="list-style-type: none"> <li>Prepares sufficient assessment materials and ensures that materials are stored in a safe and secure place.</li> </ol>
Materials Reproducer	<ol style="list-style-type: none"> <li>Reproduces the test materials for major summative exams.</li> </ol>





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#### 4.2 Administration of Assessment

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

#### 4.3 Checking and Grading of Assessment


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

#### 4.4 Use of Assessment Results

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






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#### 4.5 Administration of Removal Examination

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



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## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms

None

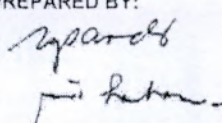
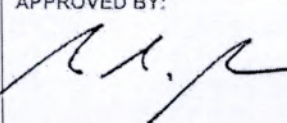


### 5.2 Reports

5.2.1 Assessment Strategy

5.2.2 Table of Specifications

5.2.3 Rubrics

5.2.4 Class Record

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