

# Po Yan Oblate Primary School

## English Assessment Policy

### (P.1-P.3 PLP-R/W)

#### Assessment Method

1. **Formative Assessment**
2. **Summative Assessment**

#### 1. Formative Assessment

**Formative assessment** techniques are used during the teaching and learning process in the lesson. In the lesson (and sometimes after the lesson), the teacher will:

- Use **observation** (watching and listening) and **questioning techniques** (seeking, prompting, exploring) to check students' understanding. Teachers will use the opportunity to re-teach if necessary immediately and/or later. Teaching areas may include: **reading strategies, writing strategies, HFW, guided reading, guided writing, phonics chants, sound and blend CVC words, shared reading, shared writing, book cover knowledge**. Teachers will also provide **verbal formative feedback** to students.
- **Record assessment information** to understand both individual and class progress. Teachers will plan what reading and writing skills will be assessed, which students will be assessed and in what part of the lesson the assessment will take place. Recorded assessment information may include **worksheets** (focusing on reading and writing skills), **HFW, phonics chants, CVC words, book cover knowledge, home reading and home reading log book, running records**.
- **Analyze and/or review information** to inform the teacher about class and/or individual student progress. The analyzed/reviewed information will help the teacher to plan **groupings, intervention/extension for individuals, small groups and whole class**. The teaching areas may include **guided reading/guided writing, shared reading/shared writing, and reading strategies/writing strategies**.

- Use opportunities to provide **clear and constructive feedback** to students based on the agreed success criteria. The agreed success criteria are made known to students before the activity. They may include the **writer's checklist on worksheet, HFW, book cover knowledge, the use of phonics cues/picture cues.**

## **2. Summative Assessment**

**Summative assessment** techniques are used at the end of the term and/or year to measure students' attainment and provide a comprehensive overview of learners' achievements at that particular point of time. Summative assessment is performed through a test and/or examination. In the PLP-R/W programme, the teacher will:

- Carry out an end of year **reading assessment** for each student to assess their **reading level** at that particular point of time.

# Po Yan Oblate Primary School

## English Assessment Policy

(P.1-P.6)

### Assessment Methods:

1. **Formative Assessments** (Observation/ Questioning/ Presentation/ Oral feedback/ Written Assessment, e-Assessment, etc.)
2. **Summative Assessments** (Tests & Examinations)

### 1. Formative Assessment

**Formative assessment** techniques are used during the teaching and learning process in the lessons.

The teacher will:

- Use **observation** (watching and listening);
- Use **questioning techniques** (seeking, prompting, exploring) to check students' understanding;
- Provide **presentation** opportunities for students to exhibit their learning;
- Provide **oral feedback** to students.
- **Re-teach** if necessary immediately and/or later.
- **Using written assessments;**
- **Using e-Assessments.**
- Teaching areas may include:

PLP-R/W (P.1-P.3)	GE (P.1-P.6)
reading strategies, writing strategies, HFW, guided reading, guided writing, phonics chants, sound and blend CVC words, shared reading, shared writing, book cover knowledge.	reading strategies, writing strategies, guided reading, guided writing, text types knowledge, grammar, reading comprehension, listening & speaking, and others.

**Record assessment information** to understand both individual and class progress.

- Teachers may refer to the PLP-R/W portfolios to understand students’ level in different aspects.
- Recorded assessment information may include:

PLP-R/W (P.1-P.3)	GE (P.1-P.6)
reading strategies, writing strategies, HFW, guided reading, guided writing, phonics chants, sound and blend CVC words, shared reading, shared writing, book cover knowledge.	reading strategies, writing strategies, guided reading, guided writing, text types knowledge, grammar, reading comprehension, listening & speaking, and others.

- **Individual Students’ portfolios** will be developed in this school year. The portfolios include copies of Report cards, Assessment worksheets, and remedial worksheets.
- **Analyze and/or review information** to inform the teacher about class and/or individual student progress.
- The analyzed/reviewed information will help the teacher to plan **groupings, intervention/extension for individuals, small groups and whole class.**
- The teaching areas may include

PLP-R/W (P.1-P.3)	GE (P.1-P.6)
guided reading/guided writing, shared reading/shared writing, and reading strategies/writing strategies.	reading strategies, writing strategies, guided reading, guided writing, text types knowledge, grammar, reading comprehension, listening & speaking, and others.

- Use opportunities to provide **clear and constructive feedback** to students based on the agreed success criteria.
- Teachers should make use of the co-planning sessions to evaluate students’ learning and provide instant feedback and support measures and strategies to students.
- Teachers should evaluate students’ assessments and examinations within a week.

## 2. Summative Assessment

**Summative assessment** techniques are used at the end of the term and/or year to measure students' attainment and provide a comprehensive overview of learners' achievements at that particular point of time.

- **Summative assessment** is performed through a test or an examination. Through the PLP-R/W programme, the teacher will carry out an end of year **reading assessment** for each student to assess their **reading level** at that particular point of time.
- Summative assessment information may include

PLP-R/W (P.1-P.3)	GE (P.1-P.6)
<b>HFW and reading level</b>	<b>reading skills, writing skills, text types knowledge, grammar, reading comprehension, listening &amp; speaking, and others.</b>

- Teachers should assess students' PLP-R/W knowledge and/or skills in the summative assessment. The assessment should worth at least 10% of the examination of the GE paper.

## Marking Schedule for Summative Assessments: (Tests & Examinations)

### P.1 – P.4

Paper	GE (80%)		Dictation (10%)		Speaking (5%)	Listening (5%)
	Test	Exam	Formal Dictation	Exam	Exam	Exam
%	40%	60%	(3 times) 0%	100%	100%	100%
Full marks	100	100	120	100	100	100
Remarks			P.1 – P.3: (-5/mistake; -1/ punctuation) P.4 : (-3/mistake; -1/ punctuation)			

### P.5

Paper	GE (80%)		Dictation (10%)		Speaking (5%)	Listening (5%)
	Test	Exam	Formal Dictation	Exam	Exam	Exam
%	0%	100%	(3 times) 0%	100%	100%	100%
Full marks	100	100	120	100	100	100
Remarks			P.5 – P.6: (-3/mistake; -1/ punctuation)			

### P.6

Paper	GE (80%)		Dictation (10%)		Oral (10%)
	Test	Exam	Formal Dictation	Exam	Exam
%	0%	100%	(3 times) 0%	100%	100%
Full marks	100	100	120	100	100
Remarks			P.5 – P.6: (-3/mistake; -1/ punctuation)		

## Duration & Frequency of Summative Assessments: (Tests & Examinations)

Duration:	Test	Examination
		30 minutes
Frequency:	P.1-5	
	2	2
	P.6	
	1	3