

# Windsor Mill Middle School

## Assessment Policy

### Principles of Assessment at Windsor Mill

At Windsor Mill Middle School, the role of assessment is to support student learning through improved instructional practices and giving students meaningful feedback. Assessment is based on the IB Middle Years Program (MYP) objectives and the BCPS Grading and Reporting Manual through the Office of Curriculum and Instruction. The IB MYP objectives are subject-specific, and are designed to develop students into active participants in the learning process. The IB MYP aims to empower students to become creative, critical and reflective thinkers. The assessment process reflects the overall aims of the IB MYP, providing students with meaningful opportunities to demonstrate their understanding, knowledge, and mastery of skills.

#### **We believe that...**

1. All students can learn and develop their academic skills
2. Students have differing learning styles and abilities, different experiences, expectations and needs and may perform differently according to the context of learning.
3. Students should know their achievement levels and areas for improvement and see self assessment and peer assessment as natural parts of the learning process.
4. Consistent work and completion of formative tasks increase summative achievement.
5. Summative assessments should be authentic and meaningful; all formative tasks should promote skill development.
6. Students should receive feedback this is timely and meaningful.
7. Self-reflection is important in developing understanding and personal growth.
8. Approaches to Learning are essential skills in becoming a capable and self-aware person.
9. Students should be engaged in inquiry based learning that takes a global approach.

### How We Assess

Students are assessed on their progress in class on a variety of assignments and tasks, both in school and out. The purpose of these assignments is to measure student understanding of content learned in class and may measure mastery of specific content or growth in a skill.

## **Baltimore County Public Schools guiding principles for assessment include...**

1. Grading practices must be supportive of student learning.
2. Marking-period grades will be based solely on achievement of course or grade-level standards. Classroom conduct, work completion, and ability to work with others will be reported separately using the BCPS Skills and Conduct Indicators.
3. Students will have multiple opportunities to demonstrate proficiency.
4. Grades will be based on a body of evidence.
5. A consistent grading scale will be used to score assignments and assessments in the learning management system.
6. Accommodations and modifications will be provided for exceptional learners.

## **How we Grade**

Windsor Mill follows the Baltimore County Public School Grading and Reporting Policies when it comes to grading procedure and practice. Accordingly, grades are made up of three categories: **practice (0%) minor (70%) and major (30%)**.

### ***Practice Assignments***

- Do not impact a student's quarter grade one way or the other
- Should be provided often and receive timely feedback
- Are used to assess a new skill
- Are used to create purposeful groups and responsive instruction
- Can be completed in or out of the classroom

### ***Minor Assignments***

- Constitute 70% of a student's quarter grade
- Should be used as purposeful, formative assessment of student learning
- Are used to assess a skill(s) that have been explicitly taught
- Are used to create purposeful groups and responsive instruction
- Can be completed in or out of the classroom

### ***Major Assignments***

- Constitute 30% of a student's quarter grade
- Should be used as a final assessment of student knowledge
- Should occur after appropriate number of practice and minor assignment have been complete **and** feedback provided
- Can be completed in or out of the classroom

## **The Role of Homework**

From the Baltimore County Public Schools Grading and Reporting Manual, there are two categories of homework:

### **1. Homework completed for practice or preparation for instruction**

- homework that is reviewed by the teacher to inform instructional decisions and for which the teacher provides feedback, but is not graded for accuracy or quality; usually given for practice or to prepare for instruction or an upcoming assessment; assigned to build skills and understanding, not to evaluate learning.

### **2. Homework completed to evaluate learning**

- homework that is assigned to collect evidence of skill or understanding after instruction, practice, and feedback; homework that is evaluated for accuracy or quality may be included in the marking period grade. Homework that may be evaluated for learning and be included in the marking period grade may include, but is not limited to, the following:
  - a. Continuation of an ongoing assignment that occurs both in school and at home, applying taught skills and concepts.
  - b. Demonstration or check of understanding or skill after instruction, practice, and feedback.

## Reporting of Grades

Windsor Mill Middle School follows the Baltimore County Public School Grading and Reporting Policy and Procedures when it comes to the reporting of grades. Grades are reported in the following ways...

### **Student Learning Management System: Schoology**

All students grades are recorded via Schoology. The following information is reported through the grade columns in Schoology

1. Assignment Name and Description
2. Points Possible and Points Earned
3. Due Date
4. Feedback
5. Assignment Type (Practice, Minor, Major)

Grades must be updated at least once a week

### **Interim Reports**

A collective student grade report is sent home at the middle of each academic quarter. These reports include the following information...

1. Class name and grade
2. Needs Improvement Commentary on....
  - a. Conduct
  - b. Working with Students
  - c. Working with Adults
  - d. Classwork
  - e. Homework
  - f. Tests/Quizzes
3. Teachers comments about student progress.
4. Parent/Teacher Conference Request, if applicable

Students are required to have a parent acknowledgement signed and returned

### **Quarter Report Cards**

At the end of each quarter, formal report cards are provided to students. These reports include...

1. Class Name and Grade
2. Request Parent Teacher Conference
3. Skill Indicators Assessed by numerical value
  - a. 0 – No Evidence
  - b. 1 – Insufficient Progress
  - c. 2 - Developing
  - d. 3 – Meeting

Students are required to have a parent acknowledgement signed and returned

## **Reporting of IB Grades and Assignments**

MYP objectives and criteria Each subject has four MYP objectives. The objectives of each subject group state the specific targets that are set for learning in that subject group. They define what the student will be able to accomplish as a result of studying the subject. Each objective is elaborated by a number of strands; a strand is an aspect or indicator of the learning expectation. MYP assessment criteria measure a student's work against the MYP objectives. Each criterion has four bands and achievement levels from zero to eight.

Each MYP objective must be taught and assessed a minimum of four times for yearlong courses, that is, each objective is assessed twice per semester. A copy of the MYP Objectives for each subject are available in Appendix A

All major grades will be assessed using an IB Rubric from the appropriate subject guide. Per Baltimore County Public School Policy, all grades will be reported through the Learning Management System : Schoology. IB grades will be reported through Schoology use two columns per assignment.

### **Column 1: IB Rubric Grade**

A column will be created for input of the IB Rubric Grade. The column will contain the following information...

- Assignment Name
- IB Objective Assessed
- Date Assessed
- Copy of the IB Rubric
- Total Points will be 8, 16, 24, or 32 depending on the number of IB Objective Assessed
- **Will be entered as a Practice Assignment for Recording Purposes and then used for conversion into BCPS grades in order to impact the student grade appropriately.**

### **Column 2: BCPS Grade**

A column will be created for input of the conversion grade for BCPS purposes. The column will contain the following information...

- Assignment Name
- Content Office Required Information
- Total Points will be 100
- **Will be entered as a Major Assignment**
- Will use the conversion charts found in Appendix B

At this time, Windsor Mill does **not** utilize the IB final grade for grading and reporting. In an effort to move towards this, Windsor Mill teachers will document their assignments and IB Rubric scores in a secondary Excel spreadsheet. This spreadsheet contains spaces for assignment names under each of the four objectives as well as a final grade for each objective and final grade total. This spreadsheet must be maintained throughout the year and will be checked for usage by the IB Coordinator at the end of each quarter.

## **Re-Evaluation of Assessment Policy**

Windsor Mill Middle will review and revise this policy as needed at the first Leadership Meeting of the year in August. Members present will be provided with copies of this policy ahead of time in order to have educated discussion about the policy and revisions that might be necessary. Revisions will be made by the IB Coordinator, and copies of the policy will be re-delivered to

staff regardless of whether or not changes were made.

## Appendix A: Objectives

Appendix B: Grade Conversion Charts

IB Criterion Grade	Score out of 100%
8	100
7	95
6	87
5	83
4	77
3	72
2	66
1	60
0	50

IB Criterion Grade	Score out of 100%
16	100
15	97
14	95
13	90
12	87
11	85
10	83
9	80
8	77
7	75
6	72
5	70
4	66
3	63
2	60
1	55
0	50

IB Criterion Grade	Score out of 100%
24	100
23	98
22	97
21	95
20	90
19	89
18	87
17	86
16	84
15	83

IB Criterion Grade	Score out of 100%
32	100
31	98
30	97
29	96
28	95
27	93
26	91
25	89
24	87
23	86
22	85
21	84
20	83
19	82
18	81
17	79
16	77
15	76
14	75
13	74
12	72
11	71
10	70
9	68

