

## **Internal Regulations for written Assessments and the awarding of grades at the German School Nairobi**

**Note: There are separate regulations for primary school.**

1. Written assessments (class tests and examinations) are to be distributed evenly throughout the school year in accordance with the progress of the learning process. They correspond to the requirements of the curricula and are based on what have been taught in class.
2. The number of class tests in the individual subjects is proposed by the subject conferences and determined by the Teachers' Conference (see Appendix 2). A maximum of three tests are written in a week, of which a maximum of two may be in core subjects (see Appendix 1). Only one class test is written per school day. If a class test is scheduled, no examination will be written on such days.
3. Class tests cover the material of one or several teaching and learning units. A 'test' is understood to be a written assessment of the current subject matter and basic knowledge. A test should be designed to take a maximum of 20 minutes.
4. The number of tests/exams is to be announced to the students at the beginning of the school year. Class tests and examinations set by the subject teachers as part of the curriculum are entered in the class register at least one week in advance, entered in the class work calendar and announced verbally to the students with reference to the focus of the test. Before a class test is set, the previous class test must be returned and subsequently revised.
5. Class tests should be returned promptly. Maximum marking times are:
  - Grades 2 - 7: two teaching weeks
  - Grades 8 - 12: three teaching weeks
6. Should more than third of the students in a class get grade 5+ (3 points) or less, then the principal may decide whether those exam marks will be valid. The decision will be made after consultation with the respective teacher and if necessary with advice from another teacher from the same department. The exam will neither be declared invalid nor will it be repeated if it is of the required standard for that particular level. The exam will again not be declared invalid if poor performance is due to lack of effort on the part of the students. If a supplementary exam is offered the better of the two grades will be considered.
7. Parents/guardians are authorized to scrutinize their children's examinations. Corrected examinations and tests are given to the students to take home. If a student repeatedly fails to show the signed and corrected test on time, he/she may be refused access to the test the next time. The test can then be collected by the parents from the secretary's office. After completion of the school-leaving examination, the examination papers of the candidates are kept in the principal's office until the end of the following school year and then in the archives.
8. If a student misses a written examination without a valid reason, this part of the assessment will be graded as unsatisfactory (0 point). If a student misses an examination for reasons for which s/he is not responsible, S/he should be given an opportunity to retake the examination. The exam may not be scheduled earlier than 2 days after the student's return. It should ideally be scheduled within a week. Prior notice must be given for this examination. Students in grades 11 and 12 must present a medical note if they have missed the exam/test due to illness.
9. If a student cheats, tries to cheat or assist in cheating during an examination, the subject teacher and the invigilating teacher and in serious cases the principal may take the following actions:
  - Warning, note in the Class Log Book if necessary.
  - Non grading of the exam/test and giving a new exam
  - Grading of the entire examination or a section of the examination as unsatisfactory.
  - The provisions of the applicable examination regulations and guidelines of the Standing Conference

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of the Ministers of Education and Cultural Affairs of the German Federal States remain unaffected by this regulation.

- 10.** The basis for determining class progression grades is the performance of the first and second semesters. Grade promotion decision is based on the student's performance in the second semester and the grade of the first semester is taken into account appropriately (40%). The report card grade is not determined purely mathematically. Each subject teacher takes into account the overall development of the individual student.

The internal regulations for written examinations and the awarding of grades with their appendices were revised in the school year 2017/18 and came into force at the beginning of the school year 2018/19 with the decision of the Teachers' Conference on 25 April 2018

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## Appendix 1: Regulations regarding the award of grades for class tests and examinations

### 1. Grading

Scores in tests and examinations and in the assessment of other forms of academic work are set as follows:

1.0 = very good; 1.3 = very good minus; 1.7 = good plus; [...] 5.3 = poor minus; 6.0 = unsatisfactory

The grade tendencies (+; -) differentiate the grade levels and their definitions listed below:

#### Lower secondary level - Performance assessment

The following grade levels apply to the performance achieved in lower secondary level:

Very good (1)	- a performance which meets all the requirements of the task
Good (2)	- a performance which meets almost all requirements of the task
Satisfactory (3)	- a performance which generally meets the requirements of the task
Average (4)	- a performance which generally meets the requirements of the task but shows some gaps
Below average (5)	- a performance that does not meet the required standards but is recognisable that the basic knowledge is there and the gaps can be covered in the foreseeable future
Unsatisfactory (6)	- a performance that does not meet the requirements and is lacking in basic knowledge and these gaps cannot be filled in the foreseeable future.

#### Upper Secondary level - Performance assessment

(2) When converting the grading scale into a points system, the following key applies in the qualification phase:

Grade 1 corresponds to 15/14/13 points depending on the grade tendency

Grade 2 corresponds to 12/11/10 points depending on the grade tendency

Grade 3 corresponds to 09/08/07 points depending on the grade tendency

Grade 4 corresponds to 06/05/04 points depending on the grade tendency

Grade 5 corresponds to 03/02/01 points depending on the grade tendency

Grade 6 corresponds to 0 points

School reports only contain overall grades without tendencies.

### 2. Class Tests and Examinations

#### Class Examinations:

Class examinations cover the material of one or more teaching units.

At secondary level I, class examinations are written in the so-called **core subjects** (German, maths, English, French) in accordance with the curricular requirements (scope and number as agreed in the subject departments; see appendix 2).

**They account for 50% of the report mark.**

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**The final examinations in German, maths and English in Grade 10 count for one third of the annual grade. All remaining coursework of the year counts for two thirds.** The provisions for the qualification level remain unaffected.

One examination is taken per semester in the so-called **minor subjects** (Chemistry, Biology, Physics, Geography, History, Music, Art, Social studies, Religion and Ethics) in years 7 to 10.

Explanation: In these subjects, two- to three-hour written examinations are taken in the qualification level, which is why preparation for this type of examination is essential in the lower secondary level.

**The class examination in the minor subject accounts for 30% of the report mark.**

From year 10 at the latest, all class examinations are based on the standard examinations in the upper secondary level, i.e. more tasks relating to requirement range II and III are to be tackled.

### Tests:

Tests cover the current subject matter and basic knowledge.

In the **core subjects**, tests can be used for selective performance assessment.

**Such tests are part of the miscellaneous classroom assessment and are considered to have the same weight as a more extensive oral assessment (e.g. short presentation, oral presentation).**

In **grades 5 and 6**, tests are written in the **minor subjects** in accordance with the separate requirements and regulations laid down in the DSN school regulations and in accordance with the specifications of the subject departments.

**They constitute 30% of the grade for miscellaneous assessment.**

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### Appendix 2: Number of exams /Tests

	Grade 5	Grade 6	Grade 7	Gr. 8	Gr. 9	Gr. 10	11/I	11/II	12/I	12/II
<b>Germ.</b>	5	5	4	4	4	4	2	2	2	1
<b>Engl.</b>	5	5	4	4	4	4	2	2	2	1
<b>French</b>		4	4	4	4	4	2	2	2	1
<b>F (new)</b>						4	2	2	2	1
<b>Maths</b>	4	4	4	4	4	4	2	2	2	1
<b>Phys.</b>			2	2	2	2	2	2	2	1
<b>Chem.</b>			(Tests)	2	2	2	2	2	2	1
<b>Bio.</b>	(Tests)	(Tests)	2	2	2	2	2	2	2	1
<b>Relg.</b>	(Tests)	(Tests)	2	2	2	2	2	2	2	1
<b>Ethics</b>	(Tests)	(Tests)	2	2	2	2	2	2	2	1
<b>History</b>	(Tests)	(Tests)	2	2	2	2	2	2	2	1
<b>SS</b>				2	2					
<b>Geo.</b>	(Tests)		2	2	2	2	2	2	2	1
<b>IT</b>		(Tests)								
<b>Music</b>	(Tests)	(Tests)	1	1	2	2	2	2	2	1
<b>Art</b>	(Tests not mandatory)	(Tests not mandatory)	1	1	2	2	2	2	2	1

The subject Departments determines the duration of class tests in the lower secondary level. A distinction is made between advanced and basic level subjects.

The following regulations apply in the qualification phase:

The duration of the written examinations depends on subject-specific requirements. The time frame must allow for the demonstration of subject-specific and methodological competences. The minimum duration is 90 minutes. The maximum duration may not exceed the duration of the Abitur written examination.