

UNIT TEST POLICY

EFFECTIVE October 21st, 2021

Teacher Expectations:

- NO GOOGLE FORMS
- FIRST DRAFT: Teachers should send the first draft to HOSs at least 10 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- The teacher should send the FINAL VERSION along with the answer key back to HOS 6 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- The cover sheet below must be completed and attached to all UNIT TEST.
- SEN STUDENTS WHO RECEIVE PULL OUT SESSIONS: The HOS, teacher, SENDCO, and LST should make the necessary modifications collaboratively. FIRST DRAFT: Teachers should send the first draft to HOSs, SENCO and LST at least 10 days prior to the administration date. HOSs/SENCO/LST will respond with feedback. The teacher then should send the final version along with the answer key back to the HOS, SENCO and LST 6 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- Kind use the message below when sending the FIRST DRAFT and FINAL VERSION to your assigned HOS.
- Print is available and requires 5 days notice.
- **Non Core Subjects in grades 1-12** including Art, Music, French, Digital Literacy, PE, STEM and Moral Education should use alternative approaches to assessment, not UNIT TEST, when appropriate. The same process outlined in this policy should be adhered to but the submitted material should be an alternative assessment with a clearly defined rubric aligned to curriculum standards with DOK leveled diversity. Non core subjects include grade 1-12 including social studies and high school electives should seek alternative means of assessment when appropriate.

UNIT TEST SUBMISSION FIRST DRAFT	UNIT TEST SUBMISSION FINAL VERSION
SUBJECT:	SUBJECT:
GRADE:	GRADE:
SECTIONS:	SECTIONS:
DATE OF ASSESSMENT:	DATE OF ASSESSMENT:
TEACHER RESPONSIBLE FOR WRITING THE	TEACHER RESPONSIBLE FOR WRITING THE UNIT TEST:
UNIT TEST OR ALTERNATIVE ASSESSMENT:	UNIT TEST OR ALTERNATIVE ASSESSMENT:
ASSESSMENT DELIVERY: DIGITAL or PRINTED	ASSESSMENT DELIVERY: DIGITAL or PRINTED
SEN STUDENT:	SEN STUDENT:
ID	ID
Student Name	Student Name
Assigned LST	Assigned LST
ATTACHMENT: Gd3_Subject_Unit Test 1_First Draft	ATTACHMENT: Gd3_Subject_Unit Test 1_Final Version Gd3_Subject_Unit Test 1_Final Version_SEN_Student Name Gd3_Subject_Unit Test 1_Final Version_SEN_Student Name

HOS Expectations:

- NO GOOGLE FORMS
- FIRST DRAFT: Teachers should send the first draft to HOSs at least 10 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- The teacher should send the FINAL VERSION along with the answer key back to HOS 6 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- SEN STUDENTS WHO RECEIVE PULL OUT SESSIONS: The HOS, teacher, SENDCO, and LST should make the necessary modifications collaboratively. FIRST DRAFT: Teachers should send the first draft to HOSs, SENCO and LST at least 10 days prior to the administration date. HOSs/SENCO/LST will respond with feedback. The teacher then should send the final version along with the answer key back to the HOS, SENCO and LST 6 days prior to the administration date. HOSs will respond with feedback within 48 hours.
- UPLOADING UNIT TEST AND UNIT PROJECTS:
 - Uploading the final version of each unit test into a shared folder with the PRINCIPAL is mandatory for all departments and all HOSs
 - HOSs SHOULD NOT SHARE ACCESS WITH TEACHERS OR OTHER HOSs
 - HOSs should create a separate folder for each Grade:
 - Grade 1
 - Grade 2
- Each file uploaded should be named accordingly:
 - Grade_Cycle 1-4_Unit Test #_Final Version
Gd3_Subject_Unit Test 1_Final Version
Gd3_Subject_Unit Test 1_Final Version_SEN_Student Name
Gd3_Subject_Unit Test 1_Final Version_SEN_Student Name
- The cover sheet below must be completed and attached to all uploaded UNIT TEST.
- Printing is available and requires 6 days notice. Supervisors or Assistants will be assigned the task of printing.
- Unit Test for printing should not be sent via email to the HOS's
- A printed copy of the unit test must be delivered to the HOS's office. And, the following details should be attached to the test.
 - DATE FOR PICK UP:
 - NUMBER OF COPIES REQUESTED:
 - ADDITIONAL DIRECTIONS:

Unit Test DOK Framework:

Depth of knowledge (DOK) refers to the level of understanding required to answer a question or perform an activity.

The DOK model ensures that the complexity of assessments align with standards being assessed. When assessment follows the DOK framework, students are given a series of increasingly difficult tasks that gradually demonstrate that they are meeting expectations and allow assessors to evaluate their comprehensive depth of knowledge.

The assessment tasks are designed to capture the full scope of proficiency required to satisfy a standard, from the most basic to most complex and abstract units of knowledge and skill. That means that an assessment should include tasks from level 1 through 4—Webb identified four distinct depths of knowledge—and not too much of any one type of task. Assessment, just as the learning that precedes it, should be diversified and varied.

Resources for DOK levels and Questioning Prompt:

https://drive.google.com/drive/folders/1TATyzlWTwaYKt9Hnldxvm7o86_4nMhq0?usp=sharing

Distribution of DOKs should be as follows for all unit test:

DOK	Phase 02	Phase 03	Phase 04
DOK1	55%	50%	45%
DOK2	35%	40%	40%
DOK3	10%	10%	15%

The unit test cover sheet should be completed and attached to the unit test.

The standards assessed on the unit test should be recorded on the cover sheet and entered into the gradebook.

The standards assessed on the unit test should directly correlate with the curriculum standards.

Standard	DOK	Item(s)	Mark
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
TOTAL MARK:			20

Unit Test Administration:

- All unit tests must be administered during the allocated instructional period.
- The Unit Test duration is based on the grade level, and the maximum time allowed is outlined below.
- The unit test can be delivered over multiple sessions, for example, but the total time allotted can not exceed the maximum time guidelines.
- If the Unit Test is delivered over multiple test sessions, then the students must be provided only the section being completed.
- Unit Test must be completed within the 4 week cycle of assessment.

Grade 1-2	Grade 3-4	Grade 5-6	Grade 7-8	Grade 9-10	Grade 11-12
30 minutes	40 minutes	50 minutes	60 minutes	70 minutes	80 minutes
15 minutes (1)	20 minutes (1)	25 minutes (1)	30 minutes (1)	35 minutes (1)	40 minutes (1)
15 minutes (2)	20 minutes (2)	25 minutes (2)	30 minutes (2)	35 minutes (2)	40 minutes (2)

Unit Test Mark Distribution:

The unit test mark has a maximum value of 100 points. Distribution of proficiency to mark conversion is as follows.

Unit Mark Grading Scale 1-12					
Letter Grade	Percent Grade	4.0 Scale	Proficiency Scale		Criteria
A+	97-100	4	Exemplary	4	The student consistently and independently demonstrates proficient and advanced understandings of the course concepts and skills in a variety of assessments. The knowledge is transferable into different contexts.
A	93 -96	4			
A-	90-92	3.7			
B+	87-89	3.3	Proficient	3	The student independently demonstrates proficiency in the majority of the expectations for his/her grade. The student, with few errors, grasps and applies key concepts, processes, and essential skills for his/her grade level.
B	83 -86	3			
B-	80 -82	2.7			
C+	77-79	2.3			
C	73-76	2	Progressing	2	The student is beginning to meet expectations for his/her grade with teacher and peer support. The student is beginning to grasp key concepts, processes, and essential skills for his/her grade level.
C-	70 -72	1.7			
D+	67-69	1.3			
D-	Below 65	0.5	Beginning	1	The student is not meeting expectations for his/her grade. The student is not yet grasping the key concepts, processes, and essential skills for his/her grade level.
E/F	Below 50	0			



**International
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UNIT TEST COVER SHEET

Subject:	Assessment Type: Unit Test
Grade: Section/Sections:	Teacher/Teachers:
Time:	Date: ____/____/20__

Standard	DOK	Item(s)	Mark
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
	1		
	2		
	3		
TOTAL MARK:			20

*For a written unit test attach the unit test to this cover page.

Exam Grading Scale 1-12					
Letter Grade	Percent Grade	4.0 Scale	Proficiency Scale		Criteria
A+	97-100	4	Exemplary	4	The student consistently and independently demonstrates proficient and advanced understandings of the course concepts and skills in a variety of assessments. The knowledge is transferable into different contexts.
A	93 -96	4			
A-	90-92	3.7			
B+	87-89	3.3	Proficient	3	The student independently demonstrates proficiency in the majority of the expectations for his/her grade. The student, with few errors, grasps and applies key concepts, processes, and essential skills for his/her grade level.
B	83 -86	3			
B-	80 -82	2.7			
C+	77-79	2.3	Progressing	2	The student is beginning to meet expectations for his/her grade with teacher and peer support. The student is beginning to grasp key concepts, processes, and essential skills for his/her grade level.
C	73-76	2			
C-	70 -72	1.7			
D+	67-69	1.3	Beginning	1	The student is not meeting expectations for his/her grade. The student is not yet grasping the key concepts, processes, and essential skills for his/her grade level.
D	65-66	1			
D-	50-64	0.5			
E/F	Below 50	0			