



**LaGrange High School
International Baccalaureate Diploma Programme
Assessment Policy**

Purpose

The LaGrange High School assessment policy communicates our core beliefs and values related to all aspects of student assessment. This policy ensures that all assessment practices meet the expectations of the International Baccalaureate Diploma Programme (IBDP). It outlines how all stakeholders utilize assessment to promote consistent and meaningful learning. The policy clarifies the roles and expectations of all stakeholder groups in relation to assessment records, reporting, and communication of results.

Philosophy

LaGrange High School seeks to develop inquiring, knowledgeable, and caring young people through rigorous, creative assessments and a challenging international education. Our goal is to inspire students to become curious, lifelong learners.

To achieve this mission, teachers implement a range of formative and summative assessment strategies. At LHS, stakeholders believe that assessments should guide instruction, provide constructive feedback, and offer students opportunities to demonstrate content mastery.

Assessment Beliefs

- Assessments are essential for guiding instructional decisions.
- Teacher feedback should inform students and parents of student progress toward content mastery.
- Assessments should be standards-based and aligned with IB Diploma Programme expectations.
- Student evaluation should be ongoing and based on unbiased, criterion-related rubrics.
- Student grades are accessible at all times through Infinite Campus.

Desired Assessment Outcomes

- Cultivate curious, organized, and reflective learners.
- Challenge learners by utilizing a diverse and rigorous assessment approach.
- Engage students in various approaches to assessments, while incorporating the approaches to teaching and learning, that will allow learners to demonstrate standards mastery.
- Offer timely feedback that supports self-reflection and growth.
- Utilize assessment results to guide daily instructional practice to meet student needs.

Assessment Evaluation

To accurately evaluate assignments and assessments in an unbiased manner, teachers utilize criterion-based rubrics. These rubrics vary in depth and scope but are always aligned with IB curriculum expectations. Teachers ensure that all students clearly understand the assessment criteria and rubrics before beginning an assignment or assessment.

To ensure fairness and accuracy, teachers evaluate assignments using criterion-based rubrics aligned with IB standards. Teachers may utilize past or released exam questions or tasks to expose students to the level of rigor that will be on their internal and external assessments. Additionally, teachers use learning components such as classwork, homework, or soft skills to evaluate the student's overall course grade.

Teachers will communicate with students on a regular basis to inform them of their standing in the course. It is the teacher's responsibility to maintain an updated gradebook in Infinite Campus. It is the student and parent responsibility to use Infinite Campus to remain informed of the ongoing progress in each course.

Internal Standardization and Moderation Practices

LaGrange High School recognizes the importance of consistent and reliable assessment practices to ensure that all students receive fair and accurate evaluation aligned with IB standards and expectations.

IB teachers collaborate through Professional Learning Communities (PLCs) to standardize assessment practices and ensure consistency in the interpretation and application of IB assessment criteria. Teachers engage in collaborative scoring, review IB exemplars and markschemes, discuss markbands and criterion descriptors, and compare samples of student work to develop a shared understanding of assessment expectations.

For internally assessed coursework, including Internal Assessments (IAs), oral assessments, and Extended Essays, teachers participate in internal moderation and quality assurance processes prior to submission to the IB. These processes may include:

- collaborative review of scored student samples
- comparison of marking across teachers and courses
- review of predicted grades for consistency and accuracy
- use of IB subject reports, exemplars, and guidance materials
- feedback and support from the IB Diploma Programme Coordinator

The IB Diploma Programme Coordinator works collaboratively with teachers to ensure all assessment procedures align with current IB regulations and subject-specific requirements.

Following IB examination sessions, teachers review examiner feedback, moderation adjustments, and assessment trends to strengthen instructional and assessment practices for future cohorts. These processes help ensure that internally assessed student work reflects the standards defined by the International Baccalaureate Organization and provides students with an accurate reflection of their achievement.

LaGrange High School Grading Policy

According to Troup County School System Policy, teachers will not enter a grade less than 40 in the grade book for any work attempted. If a student scores below a 40, the actual grade should be placed in the comments area. Students will receive a "0" for work not attempted. This includes but is not limited to: not turning in the assignment, not filling in any answer blank, filling in answer blanks with answers not related to the topic, marking an answer document in a pattern or with all one solution, answering less than half of a test, etc. Final grades will not be less than 40. Please refer to the Academic Integrity Policy for academic misconduct.

Final grade calculations for all classes are as follows:

In all courses, final grades at LaGrange High School will be determined by the student's academic performance and a final. The academic performance throughout the course will count 80% of the final average, and the final exam will count 20% of the final average.

Students' academic progress throughout the course will have three components: Major Assessments (60%), Minor Assessments (30%), and Soft Skills (10%).

LaGrange High School Grading Scale

A = 90% - 100% B = 80% - 89% C = 70% - 79% F = 40% - 69%

Alignment between Assessment Policy and Academic Integrity Policy

LaGrange High School teaches students to be principled and ethical, especially in academic settings. IB DP students are held to high standards and expected to avoid plagiarism, collusion, duplication, and fabrication.

Key practices:

- Emphasize meeting deadlines and prioritizing work to prevent academic dishonesty.
- The IB Coordinator and the ATL Coordinator collaboratively create an exam schedule that supports achievement.
- The IB Coordinator and the ATL Coordinator, along with feedback from all stakeholders, collaboratively create a calendar of all IB Assessments (Internal and External) to ensure workload remains manageable for students and teachers.
- Students and parents must attend an annual policy meeting and sign an acknowledgment form for the Academic Integrity Policy.
- Teachers and students use proactive tools such as Turnitin.com as well as Google Documents to support originality and citation.

Teacher Responsibilities

- Collaborate with PLCs to ensure consistent, rigorous assessments.
- Align assessments with IB standards and provide timely feedback.
- Utilize formative assessments to provide timely student feedback and to guide instructional decisions
- Provide clear and concise expectations for all assignments and assessments.
- Adhere to all deadlines and submit appropriate documentation to the IB DP Coordinator promptly.
- Communicate with IBDP Coordinator, parents, and students about student progress
- Use IB Resource Center to maintain current course content, including curriculum, standards, and assessment examples.

Parent/ Guardian Responsibilities

- Monitor your student's progress using Infinite Campus Parent Portal.
- Communicate proactively with teachers and the IB Coordinator.
- Be an active participant in your student's learning process by monitoring their academic progress, supporting their overall needs, discussing deadlines, and providing encouragement.
- Help your student to prioritize assignments and adhere to deadlines.
- Review and discuss the Academic Integrity Policy with your student often.

Student Responsibilities

- Students are responsible for meeting all deadlines for all assignments and assessments.
- Students should constantly practice and demonstrate all the characteristics of an IB learner, including but not limited to organization, time management, effective study habits, and communication skills.
- Students must follow all protocols associated with the code of conduct and the Academic Integrity Policy outlined by LaGrange High School.
- Students must continuously self-assess and monitor their progress in all IB DP courses while completing their IB DP Core requirements.
- Students should proactively communicate with their instructors and/or IB Coordinators.

IB Diploma Coordinator Responsibilities

- Ensure that teachers have all of the IB exam materials and documentation.
- Ensure that teachers attend the appropriate IB Professional Development when there are curricular or assessment changes.
- Facilitate IB PLC meetings to discuss and explore best instructional and assessment strategies.
- Ensure that all IB students have been registered for the appropriate IB exams.
- Create the internal and external exam schedule and monitor student progress toward meeting these deadlines.
- Ensure that all internal and external exam materials and IB DP Core requirements are submitted to IB by the appropriate deadlines.
- Monitor student progress toward meeting CAS and EE completion and submission deadlines.

Examination Fees

Troup County School System pays the IB external examination fees for all registered Diploma Programme students each November. Students who register for IB external examinations are expected to complete all scheduled examinations. Students who do not participate in the examinations, except in cases approved by the IB or the DP Coordinator, may be required to reimburse the school for the associated examination fees.

Communication and Review

The Assessment Policy will be reviewed annually by LHS IB Leadership and the and also considering feedback from stakeholders such as students, parents, and teachers. The policy will be revised as deemed necessary. All policies can be found in the LHS IB Handbook, and on our school website.

Policy Revised Aug. 1 2026