

Cambridge Lower Secondary Assessment Policy For Students and Parents

Purpose of the Policy

The purpose of this assessment policy is to ensure that all assessments and examinations are conducted in a fair, transparent, disciplined, and student-centered manner. The policy aims to guide students and parents regarding expectations, responsibilities, examination conduct, attendance, and re-test procedures.

General Examination Guidelines

- For Students
 - Students are expected to maintain honesty, discipline, and punctuality during all assessments and examinations.
 - Students must report to the examination room on time with all required stationery and materials.
 - Borrowing or sharing stationery during the examination is discouraged.
 - Students must carefully read all instructions before beginning the examination.
 - Any form of malpractice, cheating, use of unauthorized material, or disruptive behaviour will be treated seriously and may lead to disciplinary action.
 - Students must maintain silence and follow the instructions of invigilators at all times.
 - Students are responsible for submitting all answer sheets and assessment materials before leaving the examination room.
- For Parents
 - Parents are requested to ensure regular attendance and punctuality during examination days.
 - Encourage students to maintain a balanced routine with proper sleep, nutrition, and study habits.
 - Inform the school promptly in case of medical emergencies or unavoidable absences.
 - Continuous support and positive encouragement from parents are essential for student well-being and academic success.

Attendance During Examinations

- Attendance during examinations is compulsory.
- Students should refrain from taking leaves on the day of an assessment.
- Medical leave or emergency leave must be supported with appropriate documentation.
- The school reserves the right to review and verify all supporting documents submitted.

Re-test and Assessment Policy

- Retests will be conducted only with prior approval from the Principal/CLS Coordinator.
- A retest will be allowed for genuine reasons such as medical emergencies or approved leave/s. Supporting document is required.
- Students absent without a valid reason will not be eligible for a retest.
- Retests will be scheduled only on designated retest days decided by the school.
- Only one retest opportunity will be provided for each assessment.
- Student failing to appear in the retest will be marked 'ABSENT' in the report card for that respective subject.
- Retest marks will be considered as final and no further re-evaluation request will be entertained.

Academic Integrity

- Students are expected to uphold academic honesty in all forms of assessment.
- Any plagiarism, copying, impersonation, or use of unfair means will lead to disciplinary consequences.
- Digital devices such as mobile phones, smart watches, or unauthorized electronic gadgets are not permitted during examinations.

Well-being During Examinations

- Students are encouraged to maintain a healthy balance between study and rest.
- Stress management, mindfulness, and positive study routines are encouraged during examination periods.
- Students should seek support from teachers, counsellors, or parents whenever required.

School's Right to Amend

The school reserves the right to modify or update the examination policy whenever necessary in the best interest of students and academic processes.