



Class Tests and Exams in Grades 5 to 12

As approved by the All Faculty Conference of September 30, 2019

I. General Performance Assessment Guidelines

1. Class Tests in Mathematics, German, English, French, Spanish and Latin

Class tests in grades 5 to 9 shall not exceed the duration of two teaching periods; in grades 9 and 10 they shall not exceed the duration of two teaching periods, with the exception of German and English tests, for which the duration of three teaching periods shall not be exceeded.

Subject teachers will attempt to limit class tests to their individual subject periods. If another subject period is affected by a class test and is cancelled as a result, efforts should be made to make up this subject period. Teachers on duty according to the regular class schedule are the ones supervising the testing. Students can't claim recess time that was used to complete the testing to be made up later.

In Grades 5 to 9, one class test per school year may be substituted with an alternate proficiency assessment in German and English. This proficiency assessment consists of a project in the course of which students document their subject knowledge, i. e. by means of a reading diary or a portfolio. The subject teacher provides guidance during the entire course of this project. It has to be turned in on a pre-determined deadline and has to comprise of several pages of written, individual proof of the student's proficiency in the subject.

2. Class tests in the remaining subjects

Aside from subject-specific basic knowledge, class tests in grades 5 to 9 cover the content taught during the 10 subject periods leading up to the test date. The duration of the test shall not exceed 45 minutes. In Grade 10, at least one of the class tests per school year will run for two class periods.

3. General regulations for class tests and exams

a) Students will be informed about the number of class tests and/or exams as well as the weighting that the subject teachers use to calculate the year-end report mark.

- b) The required number of class tests per subject and school year should be equally dispersed over the course of two semesters.
- c) All class tests and exams will have to be entered in the exam plan.
- d) No more than three (3) class tests/exams may be scheduled per week and no more than one (1) per day. For tests that individual students have to make up because they missed the originally scheduled test, this rule does not apply.
- e) Students will have to be notified at least one (1) week prior to a scheduled class tests and/or exam.

4. Quizzes

- a) Teachers may administer quizzes with exercises or questions that cover the content of the previous lesson or basic subject knowledge. The duration of a quiz shall not exceed 30 minutes. Quizzes are unannounced and are counted towards the report mark as part of the „Other Tests“ category.
- b) There should be no quizzes on days on which a class test or exam is scheduled.

5. Corrections and Grades

- a) In Grades 5 to 9, all tests should be corrected, graded and talked over with the students. For tests in Grades 10 to 12 this may be done within a 3-week timeframe, with the exception of the subjects of German and English to which a 4-week timeframe applies for grading a test. No tests or exams can be administered unless the previous test has already been handed out and talked over with the students.
- b) The appearance of any written exam has to be neat and orderly as the appearance in part enters into the calculation of the grade. If the appearance of a paper or exam negatively affects the grade, the teacher will have to note this on the paper or exam itself.
- c) Any exams will have to be submitted to the Head of School for approval, if 1/3 or more of the exams turned in are graded as „mangelhaft“ or „ungenügend“.
- d) If a student is caught using unauthorized aids during an exam, the teacher is required to collect the exam and grade it as „ungenügend“ (6) or 0 points. The same applies to an attempted use of unauthorized aids, since the possession of unauthorized aids constitutes an attempt at cheating.
- e) If a student is ill on the day of a scheduled exam or can't attend for an important reason, their parents or guardians have to bring this to the teacher's attention as early as possible. If so required by the school, the student will have to bring in a doctor's note or other proof, as appropriate, that the exam was missed without the student's fault. It is up to the Head of School to decide if the reason stated is indeed valid.

f) If a student misses an exam without a valid reason being given or refuses to participate in a proficiency assessment, the teacher will give the student a grading of „ungenügend“ or 0 points.

g) Among students with identical learning objectives, there may be students who have difficulties demonstrating their proficiency in certain subjects due to a disability or an impairment that renders reading or writing difficult for them. These students may be granted special accommodations, such as additional time for completing assignments or technical or didactic tools.

Accommodations granted due to an impairment of a student's ability to read and write can be granted after he or she has demonstrated several years of prior treatment and/or coaching. Additionally, it has to be evident that the aids and accommodations are actually suitable to manage the impairment for the student's remaining educational path. Regardless of accommodations being granted, the educational requirements remain unchanged.

II. Basic guidelines of performance assessments

Observation, assessment and grading of performance records are pedagogical tools that serve to offer affirmation, encouragement, correction and the opportunity for self-assessment to students. Every student's individual learning progress should be taken into account.

Performance is mainly assessed by rating the degree to which proficiency in a subject is achieved. The assessment cannot not be based on a student's performance on a given day but rather on the individual's learning progress over time. The following aspects of learning also play a major role when it comes to assessing the learning progress of a student, mainly in the Secondary Level 1: The relationship the student maintains with the learning group, individual progress and whether he or she is motivated to learn.

The assessment of a student's performance is based on their written, oral and other subject-specific results which are weighted to make up the final grade. In all subjects, class participation and subject-specific assessments play an important role in overall assessment. The educational requirements that the performance assessments are based on can be found in the curricula.

The rating system consists of the following grades:

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|--------------|---|
| sehr gut | (1) The student's performance meets and exceeds the educational requirements in an outstanding manner*. |
| gut | (2) The student's performance completely meets all educational requirements*. |
| befriedigend | (3) The student's performance meets the educational requirements in general*. |

- ausreichend (4) The student’s performance shows certain deficiencies, but still meets the basic educational requirements as a whole*.
- mangelhaft (5) The student’s performance does not meet the educational requirements*. However, basic knowledge is evident and deficiencies are likely to be remedied in the foreseeable future.
- ungenügend (6) The student’s performance does not meet the educational requirements * and due to lack of basic knowledge, deficiencies are not likely to be remedied in the foreseeable future

* The term „educational requirements“ encompasses the extent of the students’ knowledge, their independent and correct demonstration of knowledge as well as the appropriate appearance and form it is presented in.

In the qualification phase of the Upper Level, the grading system is complemented with a point system. Please see the following table for information how the point system corresponds to the six grades:

Sehr gut (1)	Gut (2)	Befriedigend (3)	Ausreichend (4)	Mangelhaft (5)	Ungenügend (6)
A	A	B	C	D	F
15 - 14 - 13	12 - 11 - 10	09 - 08 - 07	06 - 05 - 04	03 - 02 - 01	00
(1+)-(1)-(1-)	(2+)-(2)-(2-)	(3+)-(3)-(3-)	(4+)-(4)-(4-)	(5+)-(5)-(5-)	6

Weighting of Performance

	Grade 5 Weighting Number of Exams	Grade 6 Weighting Number of Exams	Grade 7 Weighting Number of Exams
German	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4
English (1st foreign language)	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4

Mathematics	<u>50% wr. – class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4
French/Spanish (2nd foreign language)	----	<u>40% wr. – 60% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4
Latin	----	----	----
Natural Science	<u>40% wr. – 60% class part. & other</u> 2	<u>40% wr. – 60% class part. & other</u> 2	----
Chemistry	----	----	<u>40% wr.- 60% class part. & other</u> 1*
Biology	----	----	<u>40% wr. – 60% class part. & other.</u> 2
Physics	----	----	<u>30% wr. – 70% class part. & other</u> 2
Computer Science	----	----	<u>30% class part. – 70% other.</u> none
Geography	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2
History	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 2
Social Studies	----	----	----
Religion/Ethics	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2
Art	<u>Hands-on projects</u> none	<u>Hands-on projects</u> none	<u>Hands-on projects</u> none
Music	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2

wr: written exam (class tests, exams)

class part: class participation

other: other performance records (note keeping, quizzes, projects etc.)

* taught in only one of two semesters

	<i>Grade 8</i> <u>Weighting</u> Number of Exams	<i>Grade 9</i> <u>Weighting</u> Number of Exams	<i>Grade 10****</i> <u>Weighting</u> Number of Exams
German	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4***
English (1st foreign language)	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4***
Mathematics	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4***
French/Spanish (2nd foreign language)	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4
Latin	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4	<u>50% wr. – 50% class part. & other</u> 4
Natural Science	<u>40% wr. – 60% class part. & other</u> 2	<u>40% wr. - 60% class part. & other</u> 2	<u>50% wr. - 50% class part. & other</u> 4
Chemistry	<u>40% wr. – 60% class part. & other</u> 2	<u>40% wr. - 60% class part & other.</u> 1*	<u>50% wr. - 50% class part. & other</u> 4
Biology	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 2	<u>50% wr. – 50% class part. & other</u> 4
Physics	<u>30% class part. – 70% other</u> none	<u>30% class part. – 70% other</u> none	----
Computer Science	<u>30% wr. – 70% class part. & other</u> 2	----	----
Geography	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>50% wr. - 50% class part. & other</u> 2
History	----	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2

Social Studies	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2	<u>30% wr. – 70% class part. & other</u> 2
Religion/Ethics	<u>Hands-on projects</u> none	<u>30% wr. – 70% project work</u> 1*	<u>50% wr. – 50% project work</u> 1**
Art	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 1*	<u>30% wr. – 70% class part. & other</u> 2

* taught in only one of two semesters

** Art: one written exam and one art project per school year

*** In these subjects “Zentrale Klassenarbeiten” (Centralized Class Exams) are administered. They will have to be weighted according to the exam regulations at the end of the school year as follows: All performance records throughout the year enter into the calculation of the non-decimal subject grade which counts as two-thirds of the final mark. The result of the Centralized Class Exams count as the remaining third of the final mark.

**** Students of Realschule take written and oral exams. According to the exam regulations, the final marks of the students’ exam subjects are determined by calculating the average grade based on the school year’s class performance and the exam grade. If there is a difference in grade, the median value is used. If the median value is not a whole number, it will be rounded to a whole number, with the exam grade weighing more. For a subject, in which written and oral exams take place, an exam grade has to be established first by weighting the results of the written and oral exams at equal parts. If there is a difference in grade, the median value is used. If the median value is not a whole number, it will be rounded to a whole number, with the oral exam grade weighing more. (Source: Ordnung für den Abschluss der Sekundarstufe I an Deutschen Schulen im Ausland. As decided by the „Kultusministerkonferenz“ [Assembly of Ministers of Education of the German states] on March 16, 2017)

For the qualification phase, the regulations regarding the number of exams and evaluation criteria as listed in chapter 1.7.2 et seq. of the guidelines for obtaining the DIA at German Schools Abroad apply. (*Richtlinien für die Ordnung zur Erlangung der Allgemeinen Hochschulreife an deutschen Schulen im Ausland „Deutsches Internationales Abitur“*. As decided by the „Kultusministerkonferenz“ [Assembly of Ministers of Education of the German states] on June 11, 2015 outlined in the version dated May 3, 2018):

- In all subjects (with the exception of PE) at least one exam is administered in each of the first three semesters.

- In subjects that are taught at the advance placement level, two exams will be administered per semester.
- During the first semester in 12th Grade, one exam will be administered under Abitur testing conditions in each written examination subject.
- An exam will be administered in all subjects during the semester of the Abitur examination.
- During the first two years of the qualification phase, one exam per subject can be substituted with a proficiency test which mirrors the conditions of the Abitur testing performed in the 5th examination subject. This consists of a 10-minute presentation followed by 10 minutes of Q&A. The Head of School will approve of the presentation topic according to the regulations of performance assessment as decided by the All Faculty Conference.
- In place of an exam in Grade 11, there is a mandatory test of the students' speaking ability, listening comprehension and cognitive abilities with regards to the modern foreign languages. This test is weighted just the same as an exam.
- The exam duration differs depending on the subject. The students have to be given the appropriate amount of time to show that they have mastered the essential subject and methodical knowledge. The minimum duration is 90 minutes. The maximum duration may not exceed the duration of the written Abitur exam.
- If a student misses an exam due to reasons of their own making, the exam is graded with „ungenügend (6)“.
- If a student misses an exam through no fault of their own, the exam is to be made up.
- If a student is out ill, they have to bring a doctor's note.