



ASTANA
GARDEN SCHOOL

«Confirmed»
by the Director General
of «CA GARDEN SCHOOLS» LLP
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ASSESSMENT POLICY
of high school

Astana

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1. Introduction. Philosophy of assessment

The purpose of Astana Garden School's assessment policy is to provide a comprehensive interpretation and uniform application of assessment as a procedure governing the academic process.

Assessment is an integral part of the support and progress of students in the learning process. In order to realize these aims, information on pupils' progress is collected and then analyzed. Such an approach facilitates the provision of effective feedback, which exposes learners to their strengths and provides insight into their immediate areas of development. Critical assessment makes it possible to determine the level of achievement of learners by applying criteria based on learning objectives and subject matter content.

The fundamental functions of assessment at Astana Garden school are:

- Analyzing the learning process and adjusting the teaching and learning process;
- To inform the integration of collaborative research, planning, internal reflection and collaboration;
- To clarify assessment systems and practices for members of the school community: teachers, students and parents;
- Establishing a link between the results of the work and the established learning goals;
- Providing feedback to learners and teachers on the progress of the learner in the learning process;
- Maintaining a balance between formative and summative assessment;
- Preparing students for entry into the best educational institutions in the world.
- Developing learners' subject and key competencies to deal with important tasks in real life aimed at improving the world;
- Fostering students who are confident, reflective and strive for excellence.

2. Glossary

2. The following definitions shall be used in these Rules:

- 1) **project exhibition**- presentation of group research projects completed by pupils;
- 2) **annual grade**— assessment assigned to each pupil upon completion of the subject course and provided to the legal representatives at the end of the school year;
- 3) **School Information System** (ManageBac) (hereinafter referred to as SIS) - the school system which allows keeping records of demographic and academic data of students, monitoring absences and tardiness of students and school teachers, generates reports for students as well, and facilitates effective communication between students, teachers and parents;
- 4) **final attestation of students**— a procedure conducted in order to determine the degree of mastering by students of the volume of academic disciplines stipulated by the state compulsory standard of the relevant level of education, approved by Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated 31 October 2018 (registered in the Register of State Registration of Normative Legal Acts under No. 17669);
- 5) **final grade** - a grade that includes an annual grade and an examination grade in a certain percentage ratio and is put on the certificate of completion of basic school and on the certificate of completion of upper secondary school;

- 6) **assessment criteria** – learning objectives which are translated into assessment criteria - learning objectives which are translated into criteria in order to determine the learning achievements of pupils, which are evidenced by completed work;
- 7) **moderation** – the process of discussing the work of students on summative assessment for a quarter with the aim of standardizing the scoring to ensure objectivity and transparency of assessment;
- 8) **expected learning outcomes** – a set of competencies that express what the learner will know, understand and demonstrate upon completion of the learning process;
- 9) **progress report** – information on the learning achievements of learners provided to the legal representatives of learners;
- 10) **assessment** – the process of correlation of actually achieved learning outcomes of students with expected learning outcomes on the basis of developed criteria;
- 11) **grade** – a figure that characterises the level of learning achievements of pupils in accordance with assessment criteria;
- 12) **half-year assessment** – a grade given to pupils at the end of the half-year in subjects for which one hour per week is allocated for study;
- 13) **project-based learning (PBL)** – systematic learning method engaging students in the process of acquisition of knowledge and skills through extensive research activities, based on the solution of complex, real-life and personally significant issues through thoroughly elaborated tasks.
- 14) **standardisation of assessment** – process of discussion of several works of students of the same grade in one subject after summative assessment in order to standardise the assessments before checking the works of all students on completed summative assessment to ensure objectivity and transparency of assessment by teachers of school
- 15) **summative assessment** – a type of evaluation, which is conducted after the end of a certain period of study (quarter, academic year) and study of sections (cross-curricular topics) in accordance with the curriculum;
- 16) **current monitoring of students' progress** – a systematic examination of students' knowledge conducted by a teacher in the course of ongoing classes, in accordance with the general education curriculum;
- 17) **student with special needs** – a student who has a congenital or acquired illness (temporary disability, disability);
- 18) **formative assessment** – a type of assessment that takes place in the course of daily work in class, is a current indicator of the progress of students, ensures an operational relationship between the student and the teacher in the course of learning, provides feedback between the student and the teacher and allows the improvement of the educational process;
- 19) **term grade** – a grade given to students at the end of a term.

3. Procedure for formative assessment

3. Formative assessment allows the teacher and students to correct the learning process and address possible gaps in knowledge, identify difficulties and help achieve learning objectives. In formative assessment, learners are provided with ongoing feedback. Feedback, including

reflection, peer assessment and self-assessment, is provided on the basis of the assessment criteria for the task.

4. Formative assessment is carried out using various assessment methods and techniques (oral questioning, written work, laboratory work, test, etc.). Tasks of formative assessment are compiled by teachers themselves on the basis of educational programme standards.

5. Formative assessment is aimed at preparing students for summative assessment.

6. In order to analyze academic performance and provide correct feedback the teacher shall regularly record the progress of students' learning achievements.

7. The quarter grade consists of 25% of formative assessment (classwork, homework), 25% of summative assessment for the unit, and 50% of the summative assessment for the term.

8. If a student fails to complete homework for an unexcused reason (without a medical certificate, principal's order or documents confirming participation in Olympiads, conferences and other competitions), the teacher shall inform the parents of this fact. Homework not completed on time for an unexcused absence will result in a grade of "0", which will affect the quarterly grade as it is used to calculate the grade. A maximum of three (3) days will be added to the deadline for completing homework if there is a supporting document (certificate, order, participation in competitions).

9. Assessment of class work includes: independence in completing class assignments, taking into account the teacher's recommendations, being active, knowing the material covered.

4. Procedure for summative assessment

10. Current control of students' progress is carried out by teachers in the form of summative assessment to determine and record the level of assimilation of the content of training material at the end of the study of sections (cross-curricular topics), a term.

11. In cases of restrictive measures of relevant state bodies, including quarantine, social, natural and man-made emergencies and in case of distance learning, summative assessment shall be conducted in grades 5-11. No more than one summative assessment per section/subject shall be carried out in all subjects.

12. Summative assessments for the unit (hereinafter referred to as SAU), term (hereinafter referred to as SAT) are assigned to students and are taken into account in assessing learning achievements for the term.

13. The maximum score for SAU, form (test, practical or creative work, project, oral questioning, essay), lesson of SAU and time for SAU implementation are not regulated.

14. The maximum score for SAU should be no less than 7 and no more than 20 points in Grades 5-11.

15. When giving the final score for the SAU and SAT the marks, as well as the quality of the conditions of the academic tasks and assignments will not be taken into account.

16. With a teaching load of 1 hour per week the SAU is conducted no more than twice per term with units combined, the final grade is awarded for the half year based on the results of formative assessment and the SAU.

17. SAU is carried out no more than three times in a term. Units/topics are combined, taking into account the specifics of the topics and the number of learning objectives for four or more units/topics in a term. It is allowed to conduct it in two stages.

18. The SAU and SAT for one academic subject are not held on the same day at the same time.

19. When assessing home-based learners, the teacher develops differentiated and/or individual assignments taking into account the learner's home-based workload and the learning material studied. 20.

20. When assessing students with special educational needs, the teacher shall use differentiated and/or individual assignments, as well as modify the assessment criteria taking into account the student's characteristics, including the implementation of individual study programmes.

21. During quarantine, social, natural and man-made emergencies, one SAU shall be conducted during the term, at the end of the term SAT shall be conducted.

22. In grades 10-11, summative assessment shall be carried out for the subjects of the in-depth and standard level of the invariant component of these subjects".

23. In the subjects of grades 7-9 chosen from the optional component (optional subjects from the invariant component) there is no summative assessment and a "pass" or "fail" shall be awarded at the end of the school year").

24. At the end of the term/semester and academic year the subjects "Physical Education", "Initial Military and Technological Training", "Self-Cognition", "Technology", "Music", "Society and Religion", "Information and Communication Technologies" (Grades 5-7) shall be assigned a "pass" (pass fail). The requirements for credit in the form of the amount of compulsory work as a percentage: 50% - pass, less than 50% - fail.

25. For health reasons, a student may be exempted from the Physical Education subject if he/she has a serious diagnosis, confirmed by a medical certificate issued by the Medical Advisory Commission (MAC) on the official letterhead of the medical institution where he/she is attached. The certificate shall be updated annually and must be dated and provided to the supervisor, nurse, and physical education teacher before classes begin.

26. Certificates issued by the general practitioner/family physician regarding temporary restrictions on physical activity are of a short-term nature and do not exempt the student from assessment. Absences from physical education classes due to illness must be worked through during free time and assignments must be completed after a full recovery.

27. Students involved in sports at the professional level in the specialized children's and youth sports school of Olympic Reserve Akimat of Nur-Sultan can be exempted from attending classes "Physical Education". In this case, the student must, at the beginning of the school year, provide a certificate issued by the sports school on the official letterhead with the signature of the head (not the coach) and the seal of the organization. The certificate shall be updated annually and provided to the supervisor and physical education teacher. Attendance to sports sections, gym, swimming pool does not equate to exemption from "Physical Education».

28. Assignments of summative assessment are performed by students and contain the material they have studied in accordance with the curricula for the subjects.

29. Assignments of summative assessment are compiled by teachers themselves on the basis of the standards of the educational programme.

30. Summative assessment in language subjects is carried out in four types of speech activity (listening, speaking, reading, writing). Listening and speaking skills are assessed in class during the week for which summative assessment is scheduled.

31. In the absence of the results of summative assessment for a unit (cross-curricular topic) and a term, a student is temporarily not assessed.

32. If a student fails summative work before the end of the current quarter/semester, a mark "Temporarily not certified" shall be given in the electronic register until the student receives a positive grade for the summative work. A termly/semiannual grade shall be given after the summative work has been handed in.

33. In cases of quarantine, emergency situations of social, natural and manmade character the SAU and SAT shall be organized with the use of distance learning technologies.

34. In case of absence of the student during the performance of the work for summative assessment or if the deadline for submitting the work for summative assessment is missed for a valid reason, confirmed by the necessary documents (illness, death of close relatives and other

family circumstances, participation in conferences, Olympiads and other competitions), students may perform work for summative assessment after returning to school according to an individual schedule prepared by the supervisor of the absent student and approved by the Deputy Director for Academic Affairs, taking into account preparation of the student not less than 1 week. Students are provided with additional options for summative assessment tasks.

35. The cumulative work of the students for the current school year is retained by the school until the end of that school year.

36. The results of summative assessment of students in the form of points shall be entered into the electronic register and converted to quarterly and annual grades according to the scale of point conversion according to Annex 1 to these Rules.

37. Information on the results of summative assessment shall be provided to the students, parents or legal representatives of the child in paper or electronic format.

38. In cases of restrictive measures by the relevant state authorities, including quarantine, social, natural and man-made emergencies, a quarter grade shall be assigned taking into account the formative assessment, the results of one SAU and SAT.

5. Procedure for standardized assessment

39. The overarching aim of standardization is to ensure that learners are fairly and consistently assessed in their learning.

40. Standardization of summative assessment takes place at least once a term in each subject and is intended to discuss the assessment results of several students.

41. Standardized assessment is conducted by teachers of one subject and a parallel class. Where a subject/parallel is taught by one teacher, a teacher of a related subject and from a similar parallel class voluntarily assists in the standardisation process. Teachers will each provide 3 works completed with "5", "4", "3".

42. The leaders of the methodological associations plan in advance the time and place of the standardization. The standardization process may be conducted by the head of the methodological association himself or by a subject teacher.

43. During the professional development and/or joint planning session, teachers discuss samples of student work to be assessed. All suggestions for changes to the rubrics/assignments and the results of student assessment should be documented by the participants in the standardisation process.

6. Assessment moderating grading procedures

44. The process of discussing students' work on summative assessment ensures objectivity and transparency of assessment.

45. The moderation of summative assessment can take place at the end of each term and is designed to discuss students' results. This process is carried out by teachers of the same subject and grade. The result of the moderation can be changed as a result of summative assessment.

46. In the event of controversy, in order to ensure the objectivity of assessment of learning outcomes of students in academic subjects in which PBL is written and/or by decision of the teachers' council, moderation shall be conducted by teachers within one day before the PBL is graded.

47. In cases of moderation, students' summative work for the term whose grades are subject to change will be re-checked. The score for the term's summative work will be revised upwards as well as downwards as a result of the moderation.

7. Procedure for PBL (project-based learning)

48. PBL (Project Based Learning) among students in grades 5-8 is planned for the second half of the school year. All students in these parallels will be given one hour in the school timetable to work together on their group project. These lessons will be observed by the Vice Principal for Science and Methodology, the Learning Coordinator and the relevant subject teachers in turn. The main task will be to mentor the teams in their work and to provide support when necessary.

49. The subject teacher has the right to count the result of the project work as a summative assessment or to count the intermediate results as a formative assessment. In this case, the students should be informed in advance.

50. The project themes will be suggested by the school, but the students may also suggest their own ideas and discuss them with their teachers.

51. PBL (project-based learning) in the school is assessed using subject competences and skills.

52. Skills:

1. Communication skills
2. Social skills
3. Self-organization skills
4. Research skills
5. Thinking skills

53. Skills are assessed using the following system to determine mastery of the skill:

N Beginner = The student needs frequent, step-by-step help or guidance.
A Apprentice = Apprentice needs rare help or guidance (about half the time).

P Experienced = The student usually, but not always, exhibits behavior on his own. He / she needs help or guidance less than half the time.

M Mastery = The student consistently and independently demonstrates his behavior.

54. Subject competencies are compiled by subject teachers and assessed according to the requirements of summative work for a unit or a term.

55. The completed student work is presented in a school project exhibition.

8. Late submission policy

56. Students have the right to hand in their work late. However, the teacher, depending on the type of work, will deduct a certain percentage according to the table below.

Table 1.

The type of work	Subtract the next percentage		
	Work delivered on time	The work was handed over later than the deadline, but not more than 7 calendar days	The work was handed over later than the deadline, but not more than 7 calendar days
Summative (Sau or SAT)	0	30%	100%
Any other assessment (classwork, homework etc.)	0	50%	100%

9. Monitoring of student achievement

57. In order to assess the learning achievements of students, the School shall monitor the learning achievements of students at a time to be approved by an order of the Director of the School.

58. Monitoring of learning achievements of students shall be carried out in the format of analysis of summative works for II and IV terms according to the template defined by the teaching staff and allows to identify difficulties in mastering of certain sections of disciplines, to assess the effectiveness of teaching approaches used by teachers, to adjust the curriculum in the subjects.

59. Based on the results of the monitoring of learning achievements students and their legal representatives may be provided with individual reports with the results of the monitoring, if necessary.

60. The results of the monitoring of students' learning achievements shall be used by teachers to adjust the educational process.

10. Procedures for termly/semi-monthly, annual and final grades

61. The results of the formative assessment and the summative assessments for the term and section are used to award points which are taken into account in the assessment of the learning achievements for the term.

62. A term grade is awarded on the basis of the results of formative assessment, SAU and SAT in the percentage ratio of 50% to 50% according to Appendix 1.

63. When the teaching load is 1 hour per week, the grade for the half-year is awarded on the basis of the results of formative assessment and SAU. In cases of restrictive measures of relevant state bodies, including quarantine, social, natural and man-made emergencies, a term grade is awarded taking into account the formative assessment, the results of one SAU and the SAT.

64. An annual grade in academic subjects for students in grades 5-11 is the arithmetic mean of the sum of term grades rounded to the nearest whole number, and is the final grade.

65. In the event of any disputable situation in assigning term and/or year grades, the teacher shall refer to the pedagogical judgement that consists of analysis of the academic activities (attendance, completion of homework, activity in lessons, feedback) of the student during the academic period being assessed.

66. For students in grades 5-8 (9) and 10 (11) who have an annual grade of "2" in one or two subjects, a summative assessment for the academic year, which includes the content of the material for the academic year, is organized in accordance with the timetable established by the school. The final grade shall be calculated as an arithmetic average of the annual grade and the grade for the school year, rounded to the nearest whole number.

67. Students of grades 5-8 (9) and 10 (11) who receive a repeated grade of "2" in one or two subjects are subject to an additional summative assessment for the school year in these subjects. The final grade shall be the arithmetic mean of the annual grade and the grade for the additional summative assessment, rounded to the nearest integer.

68. Termly, annual and final grades **may not be revised**.

69. Grades for term/semester and year are made available to legal representatives and students through the school's information system.

70. Legal representatives of students who are at risk of receiving a grade of 3 (satisfactory) or 2 (unsatisfactory) in two or more subjects at the end of the term/half term based on their current results are informed at mid-way through the term/half term.

11. Reporting on assessments

71. The results of formative, summative, termly, half-yearly and annual assessments are made available to parents through the school information system. The teacher, when issuing the results of the assessment, includes a commentary explaining the reasons for the assessment, indicating positive aspects and areas for development.

72. All grades, comments, educational measures and notices can be printed in the report and shared with parents of students. Full progress reports should be prepared once a term and given to parents at parents' meetings at the end of each term and/or sent to email addresses. Progress reports may be made available to parents more frequently than once a term on individual request.

73. The class teacher may enter student absence records into the school information system. All attendance and absence days can be printed as a report and shared with parents of students.

74. Teacher and administrator can create teacher-parent meetings or parent meetings.

75. The following types of meetings are practiced in school activities: teacher-parent meetings, tripartite meetings and meetings run by students for their parents.

1) Teacher-parent meetings are held to inform parents of the progress and needs of the students and to provide guidance on the results of summative assessment. Parents, the tutor and subject teachers participate. These meetings can be organised by any teacher as required, with the assistance of the supervisor.

2) Tripartite conferences are individual meetings between the student, his or her parents and teacher to discuss the child's progress on his or her self-determined developmental goals. Tripartite meetings are held once a year.

3) Student-led conferences (student-led conferences) take place with the participation of students and parents. The students plan and organize the meetings themselves and learn to reflect on their learning with their parents (by taking personal responsibility). This meeting is held once a year in the fourth term.

12. Final attestation of students

76. The completion of general education curricula of basic secondary and general secondary education is completed with a compulsory final attestation of students and is conducted in the form of:

- 1) final examinations for students of the 9th grade;
- 2) state final examinations for those enrolled in the 11th grade.

77. Students in grades 9 and 11 who have mastered the model general education curricula in accordance with the requirements of the state final examination shall be allowed to take the final attestation.

78. Grade 9 students, who have mastered general education curricula of basic secondary education, shall take four exams, one of them is optional.

79. Final attestation for students of the 9th grade shall be conducted in the following forms:

- 1) written exam in Kazakh/Russian language in the form of an essay, for students of schools with profound study of humanities - a written work (article, story, essay);
- 2) written exam in mathematics (algebra);
- 3) a written exam in Kazakh language and literature in Russian language classes and a written exam in Russian language and literature in Kazakh language classes;

4) a written exam in the subject of one's choice (Physics, Chemistry, Biology, Geography, Geometry, History of Kazakhstan, World History, Literature (in the language of instruction), Foreign language (English/French/German), Computer Science).

80. In Grade 9, there are 2 astronomic hours for written assignments, and 3 astronomic hours for maths (algebra) (in specialized schools of physics and mathematics - 4 hours).

81. Grade 11 students, who have mastered general secondary education curricula, pass the final attestation in the form of five exams, one of which is optional.

82. Final attestation for students of the 11th grade shall be conducted in the following forms:

1) written exam in Kazakh/Russian language in the form of an essay;

2) a written exam in algebra and elementary analysis;

3) testing in the history of Kazakhstan;

4) testing in Kazakh language in Russian language schools and testing in Russian language in Kazakh language schools;

5) subject choice tests (Physics, Chemistry, Biology, Geography, Geometry, World History, Basics of Law, Literature, Foreign language (English/French/German), Computer Science).

83. In Year 11 there are 3 astronomic hours for essays and 5 astronomic hours for algebra and basics of analysis.

84. For children with special educational needs who are taking the final attestation, additional time is provided for taking the exam, in accordance with the decision of the Examinations Commission for the final attestation of students in accordance with the school's recommendations.

85. Materials of examination papers (tasks and scoring schemes) for students in 9th grade are prepared by the Department of Education of Astana city, for students in 11th grade schools - by the Ministry of Education and Science of the Republic of Kazakhstan.

86. The content of the final attestation and expected results are regulated by the specification in terms of each subject and language of instruction.

87. Students of the 9th grade who have unsatisfactory annual grades in one or two subjects shall undergo an additional summative assessment for the academic year in these subjects prior to the final attestation.

88. Exemption of students from the subjects "Technology", "Artistic Labor", "Initial Military and Technological Training" and "Physical Training", in the order established by the legislation of the Republic of Kazakhstan, does not affect the progress, admission to the final certification and transfer to the next classes.

89. Based on the results of the final attestation:

1) students in grades 9 and 11, if receiving an unsatisfactory grade in one or two subjects, shall be allowed to undergo a repeated final attestation in these subjects in the form of an exam;

2) Year 9 students, who have received an unsatisfactory assessment for three or more subjects, shall be allowed to repeat a year of study;

3) the 11th grade students, in case of unsatisfactory grades for three or more subjects, shall be issued a certificate issued to those not completed education in accordance with the form approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 12, 2009 № 289 "On approval of the form of the certificate issued to those not completed education" (registered in the Register of state registration of regulatory legal acts under № 5717) (hereinafter - order № 289).

90. At the end of the following school year, students who have received a certificate issued to those who have not completed their education, in accordance with the form approved by Order No. 289, shall undergo a repeated final attestation in the school in the form of an examination in the respective academic subjects.

91. Terms of repeated final examinations are established by the departments of education, as well as district and city departments of education in coordination with the departments of education, for students of republican schools - by the Ministry.

92. Examination materials for repeated final attestation shall be developed by schools themselves.

93. Students of the 9th grade, who have passed the repeated final attestation, are issued a certificate of basic secondary education, approved by order No. 39.

94. Students of the 11th grade who have passed the repeated final attestation are issued a certificate of basic secondary education, approved by Order No. 39.

95. Students of 9 grades, who have received an unsatisfactory grade in the repeated final attestation, repeat the year of study.

96. Students of 11th grades, who have received an unsatisfactory grade in the repeated final attestation, shall receive a certificate issued to those who have not completed education, in accordance with the form approved by Order No. 289.

97. Students of 9 and 11 classes are released from the final attestation by orders of the heads of departments of education, students of national schools - by order of the Minister of Education and Science of the Republic of Kazakhstan (hereinafter - the Minister) in the following cases:

- 1) for health reasons;
- 2) disabled of I-II group, disabled from the early childhood, disabled children
- 3) participants of summer training camps, candidates for the combined team of the Republic of Kazakhstan for participation in international competitions
- 4) death of close relatives (parents, children, adoptive parents, adopted full-siblings and half-siblings, grandparents)
- 5) social, natural and man-made emergencies.

98. In cases of quarantine, social, natural and man-made emergencies, the final attestation is based on the annual assessment of the current academic year.

99. Orders for exemption of students from the final attestation shall be issued on the basis of the following documents:

- 1) the conclusion of the medical-consulting commission according to form No. 035-1/u, confirmed by the Order of the Acting Minister of Health of the Republic of Kazakhstan from November 23, 2010 № 907 "About the approval of forms of the primary medical documentation of the health organizations" (registered in the Register of the state registration of legal acts under № 6697), for the category of students specified in subparagraph 1) and 2) paragraph 50 of these rules;
- 2) excerpts from the decision of the teachers' council and the school's petition, for the category of students referred to in paragraph 50 of these Regulations;
- 3) originals and copies of the report cards of students (further - the report card) according to the form approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from October 23, 2007 № 502 "About approval of forms of strict reporting documents used by the educational organizations in educational activity" (registered in the Register of state registration of regulatory legal acts under № 4991), for the category of students indicated in point

50 of the present Rules. Originals of report cards after verification with its copies shall be returned to school administration.

100. Documents specified in subparagraphs 2) and 3) of this item shall be certified by signature of the head and school stamp.

101. A student in grades 9 and 11 who falls ill during the period of final attestation shall take the missed exams after recovery.

102. In cases of quarantine, social, natural and man-made emergencies, children studying in the form of an externship in accordance with the Rules of externship approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 № 61 (registered in the Registry of State Registration of Legal Acts under № 13110) shall take the final exam in the form of the SAT with application of distance learning technologies.

103. Early final attestation of graduates of grades 9 and 11 is allowed in case of leaving the country for study or permanent residence upon presentation of supporting documents and is conducted in the form of final attestation or state final examinations not earlier than 2 months before the end of the academic year.

104. In cases of quarantine, social, natural and manmade emergencies, final attestation exams or state final exams with the use of distance learning technologies shall be organized online not earlier than 2 months before the end of the academic year for graduates of 9th and 11th grades who go abroad to study or for permanent residence upon presentation of supporting documents.

105. Graduates of the 11th grade, who left for study abroad through international exchange programs and graduated from educational institutions there, pass the final attestation for the 11th grade in schools of the Republic of Kazakhstan upon completion of studies abroad.

106. Prior to the final attestation by the decision of the school commission these graduates shall pass the attestation in subjects of the invariant component of the standard curriculum, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 8, 2012 № 500 "On approval of standard curricula for primary, basic secondary, general secondary education of the Republic of Kazakhstan" (registered in the Register of state registration of regulatory legal acts under № 8170) that were not studied abroad.

107. Dates for the final attestation shall be established by the decision of the pedagogical council.

108. After having passed the final attestation they shall be issued a certificate of general secondary education, approved by Order No. 39, taking into account marks in the subjects studied abroad, annual and final grades, obtained in the previous classes in the schools of the Republic of Kazakhstan.

109. Graduates who went abroad to study through international exchange and graduated from educational institutions, as well as those who during study in grades 10 and 11 in the Republic of Kazakhstan or abroad have annual and final grades and marks for final attestation of "5" in the subjects studied, shall be issued a certificate of general secondary education with honors, approved by order number 39.

110. Graduates who have studied abroad for an international exchange program and graduated from educational institutions, and who have an annual or final grade of "5" in all subjects during their studies from grades 5 to 11 in the Republic of Kazakhstan or abroad and passed the final attestation with a grade of "5", are issued with an "Altyn Belgi" certificate of general secondary education in the form approved by order number 39, and an "Altyn Belgi" mark.

111. In cases of quarantine, social, natural and man-made emergencies, graduates of 11th grade who have left for study abroad through international exchange and graduated from educational institutions there shall pass the final attestation for 11th grade based on current grades in the host country, taking into account the annual grade of 10th grade.

112. The school prepares examination materials for 9th and 11th grade graduates going abroad to study or for permanent residence and for 11th grade graduates going abroad for international exchange students.

113. Students enrolled in international exchange programs for the period of their full-time study are enrolled in the schools of the Republic of Kazakhstan where they were enrolled prior to their international exchange study.

114. The question on necessity of final attestation of students with special educational needs and students studying on individual educational programs shall be solved by the pedagogical council according to individual peculiarities of the students.

115. Examination materials for final attestation of children with special educational needs studying in special educational organizations and special classes in general education schools shall be developed by the district, city departments of education or department of education.

116. Written exams are conducted in spacious classrooms where students of 11th grade seat one by one and students of 9th grade one by one or two by two.

117. Paper with the school's stamp shall be given to students for written work and preparation for oral answers. Students who have completed the work shall submit it to the Commission along with their drafts.

118. Students who do not complete their work in the allotted time shall hand it in unfinished.

119. During written exams (except for dictation), students are allowed to leave the classroom for 5 minutes. In this case he/she shall hand in the work to the Commission, the length of his/her absence shall be noted on the examination paper.

120. Children with special educational needs shall be given a longer break time.

121. At the end of written exam and testing members of the Commission shall check the work of students in the school building, except for the work of applicants for the "Altyn belgi" general secondary education certificate".

122. Unexamined papers shall be deposited to the Head of School. When checking, mistakes shall be underlined. In essays for the general secondary education course the number of errors is indicated separately.

123. Written work in mathematics (algebra) graded "2" and "5" shall be reviewed by the School Committee.

124. In Grade 9, papers are reviewed according to the scoring scheme.

125. An essay in grade 11 is graded with two grades, a written exam paper in mathematics (algebra) for basic and general secondary education with one grade.

126. At the end of the essay, spelling and grammar are assessed for language subjects, and content is assessed for literature.

127. If graduates choose literature from the list of elective subjects for final attestation, only this subject will be assessed.

128. Written exams in all classes of the school begin at 9.00 am local time. In exceptional cases (where the school has a large number of students) 2-3 streams of exams are allowed in order to comply with the paragraphs of these Rules.

129. Packs of essay topics shall be opened 15 minutes before the start of the exam in the presence of students and members of the School Committee.

130. Mathematics packets for grades 9 and 11 shall be opened 1 hour before exams in the presence of only School Commission members to check the correctness of the proposed assignments.

131. In the 11th grade oral exam, the student shall be given at least 20 minutes to prepare his/her answer. If a student fails to answer the questions on a ticket, the Commission shall allow him/her to take a second ticket (in this case his/her grade shall be reduced by 1 point).

132. In Grade 11, 80 minutes are allocated to testing in each subject.

133. Test results shall be checked at school by the Commission formed at school on the same day based on the codes of correct answers provided to them.

134. After conducting oral or written examinations, testing for each subject in 11th grade, the Commission shall on the same day assign exam and final grades to students and enter them into paper and electronic record of exam (testing) and final grades for the course at the general secondary education level according to the form in Appendix 3 to these Rules.

135. In Grade 9 the Commission shall assign points and exam grades to students and enter them into the paper and electronic Record of Examination (Testing) and Final Grade for the course of study at the level of general secondary education in the form according to Appendix 3 to these Regulations.

136. The results of the final attestation of 9th grade students in subjects in the form of points are posted in the logbook (paper/electronic) and translated according to the scale of conversion of examination points into examination grades in accordance with Annex 4 to these Rules.

137. In determining the final grade for students who have been treated in a treatment institution where training sessions have been organized, the quarter (semester) and annual grades received at the school (class or group) of the treatment institution shall be taken into account.

138. The marks obtained by the students in the oral examination in grade 11 shall be announced to them after the examination in that grade or group has been completed.

139. Based on the written application, the student shall be familiarized with the results of his/her written work in the presence of the Chairperson of the School Commission.

140. Students in grades 9 and 11 who receive a grade of "2" at the exam shall be admitted to the next exam.

141. In determining the final grade for the subject in grades 9, the final grade is based on the results of the exam (on a five-point scale) and term grades for the academic year (on a five-point scale) in a ratio of 30 to 70. The final grade is rounded to the nearest whole number.

142. When calculating final grades for subject in 11th grades, the following shall be applied:

1) the final grade in a subject shall be determined on the basis of annual and examination grades, taking into account term (half-year) grades for the current academic year (taken into account in case of examination grade of "4" or "5");

2) if the examination grade is unsatisfactory, a positive final grade shall not be assigned;

3) a final grade shall not exceed the examination grade;

4) if the subjects of the standard and advanced courses of the invariant component of the 11th grade are not taken, the final grade for the 9th grade shall be written in the certificate of general secondary education.

143. In case of disagreement with evaluation, awarded for the written work or test results, a student appeals up to 13 o'clock the next day after announcement of examination evaluation to the Commission established at the regional, city departments of education, departments of education, as well as to the Ministry for students of republican schools.

144. For conduction of final attestation until February 1 of the current year the Commission is established: at schools - by order of school director, at district, city education department - by order of its head, at education department - by order of its head, at Ministry (for republican schools) - by order of the Minister.

145. School Commission shall include subject teachers and deputy principals of school (if any), representatives of non-governmental organizations (if any) and parents' committees. The Commission shall be chaired by the Headmaster or a person replacing him/her.

146. The number of members of the School Commission shall be at least five for one basic and secondary school graduating class, and at least seven for two or more basic and secondary school graduating classes.

147. The following activities are carried out by the school's commission:

- 1) carrying out explanatory work for students, teachers and parents on the final attestation;
- 2) formation and submission to the NTC branch lists of 11th grade students taking final attestation with indication of list of subjects chosen by 11th grade students by March 1 of the current year;
- 3) organization of work on the final attestation, as well as preparation of students for the final attestation;
- 4) review written examination papers of students of 9 and 11 classes, except for papers of applicants for "Altyn belgi" general secondary education certificates";
- 5) upon completion of the written examination papers send the electronic version of the Protocol to the Departments or Offices of Education;
- 6) issue and use test results;
- 7) submission of written examination papers of applicants for receipt of "Altyn Belgi" general secondary education certificates for consideration by the Commission formed under the Department of Education (Republican schools for consideration by the Commission formed under the Ministry) through the departments of education;
- 8) conversion of test scores into grades in accordance with the Scale of conversion of test scores into grades of the certificate of secondary general education in accordance with Annex 4 to these Rules;
- 9) review the validity of the proposals received on appeal and make a decision.

148. The final meeting of the Commission formed by the school to summarize the work and taking a decision on approval of the list of students awarded the sign "Altyn Belgi", held no later than June 12 of the current year.

149. Lists of those awarded with Basic Secondary Education Certificate with Honors, "Altyn Belgi" for General Secondary Education Certificate and "Altyn Belgi" Sign are approved by the Order of the School Director.

150. Education Departments and national schools provide the Ministry with the final attestation results of students no later than 1 July of the current year.

151. Results of the final attestation of students are discussed at the Pedagogical Council with the participation of all members of the Commission formed under the school, based on the results of the school year in August of the current year. The Pedagogical Council takes measures to improve the quality of teaching and educational work.

13. Arrangements for special conditions

152. Students with special needs shall be provided with special conditions according to the types specified in Annex 2 during the summative assessment and the final attestation if there are supporting documents (conclusion of a medical advisory commission, conclusion of a medical and social expert assessment at the place of residence) or a certificate from specialized medical organizations.

153. Application of appropriate type of special conditions for students with special needs shall be approved by the School Director's order.

154. For summative assessment of students with special educational needs the teacher shall use differentiated and/or individual assignments and also modify the assessment criteria taking into account the student's characteristics.

155. The Pedagogical Council shall decide on the necessity of the final attestation of students with special educational needs in accordance with the individual characteristics of the students.

156. Students with special educational needs who undergo the final attestation shall be granted additional time for taking the exam in accordance with the decision of the Board of Examiners for the final attestation of students in accordance with the recommendations of the school.

157. During written exams (other than dictation), students with special educational needs shall be given a longer break time than the standard 5 minutes. In this case, the student shall hand in his/her work to the Commission and the length of the break shall be noted on the examination paper.

158. The provision of special facilities for students with special needs must not provide an unreasonable advantage over other students.

14. The transfer of students to the next grade/from one school to another

159. Students who have successfully completed the content of the education programme and passed the final attestation in Grade 9 shall be transferred to the next grade by the decision of the School Council.

160. Based on results of the final attestation: students of the 9th grade who have not received satisfactory grades in three or more subjects shall be transferred to the next grade.

161. Students of the 9th grade who have received an unsatisfactory grade in a repeated final attestation remain in a second year.

162. Students completing the academic year with an "unsatisfactory" grade in three or more subjects, taking into account additional summative assessment, remain in a second year.

163. If the students receive the grades «3», «4», «5», they are transferred to the next grade.

164. Students who have an annual grade of "5" in all subjects are awarded a certificate of commendation on the basis of a decision of the Pedagogical Council, except for students of 9 and 11 classes.

165. Exemption of students for health reasons from the subjects: "Physical Training", "Technology", "Initial Military and Technological Preparation", in accordance with the legislation of the Republic of Kazakhstan, does not affect their transfer to the next grades.

166. When a student is transferred from one school to another during an academic year, the results of his or her summative assessment shall be documented in an excerpt from the electronic register, certified by the principal's signature, school seal, and issued together with the student's personal file.

167. If a student is transferred from a school where he/she has not studied a subject before, "Not studied" shall be entered in the column "Term grade". The student's annual grade in a subject shall be calculated as an arithmetic average of the sum of term grades received in the current academic year in the course of the subject.

15. The procedure for issuing educational documents

168. Documents on education of the state standard shall be issued to the students, who passed the final attestation, by the educational organizations, having a license to engage in educational

activity on general educational training programs of basic secondary, general secondary education, and passed the state attestation or accreditation in the prescribed manner.

169. Certificate with honors of basic secondary education, certificate with honors of general secondary education shall be issued to the students studying in the educational organizations in accordance with the Model rules of current control of progress, interim and final attestation of students, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan on March 18, 2008, # 125.

170. Graduates of the 9th grade with grades of "5" in the studied subjects, subject to inclusion in the supplement to the certificate of basic secondary education, shall be issued a certificate of basic secondary education with honors in accordance with the form approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2015 № 39 "On approval of types and forms of state sample education documents and the Rules for their issue" (registered in the Register of state registration of regulatory legal acts under № 10348).

171. Graduates of the 11th grade with annual, final and final attestation grades of "5" in the studied subjects during their studies in the 10th and 11th grades shall be issued a certificate of general secondary education with honours, approved by Order No. 39.

172. Graduates of the 11th grade, who have exemplary conduct and have an annual and final grades of "5" in all subjects during the study period from grades 5 to 11, and who have passed the final attestation at the end of general secondary education with a grade of "5", are issued with an "Altyn Belgi" certificate of general secondary education in the form approved by order No. 39, and an "Altyn Belgi" mark".

173. A certificate of education shall be issued to a student in person in a ceremonial setting no later than fifteen working days from the date of the relevant decision.

174. In case of impossibility to obtain the document in person, it shall be issued to the third person by the power of attorney, drawn up in the order, stipulated by the legislation of the Republic of Kazakhstan.

175. Duplicate documents on education and annexes to them (hereinafter - a duplicate) are issued instead of the lost or invalid ones, and also for the persons who have changed their surname (name, patronymic (if any)).

176. The basis for issuing a duplicate is:

- 1) application of a learner or parent (legal representative) of a minor child, who has lost or damaged a document, to the head of educational organization, in which the circumstances are stated;
- 2) copy of the birth certificate or identity document (passport) of the student;
- 3) if the surname (first name, patronymic (if any)) is changed and the education document is spoiled, the original education document shall be enclosed.

177. The duplicate is issued no later than 30 calendar days from the date of registration of the application at the university, free of charge.

178. In the case of liquidation of the organization of education individuals apply to the archive at the location of the organization of education. Copies and extracts issued by the state archives and their branches, departmental and private archives are official documents having legal force of originals.

179. Duplicate documents are issued on the blanks of sample valid at the moment of making decision on issue of the duplicate, and signed by the head of the educational organization, deputy for educational work.

15. Bibliography

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Appendix 1
to the Assessment Policy of students'
learning achievements of
Astana Garden School

Grading Scale

Percentage of points in the 1 st Grade (%)	Percentage of points in grades 2-11 (12) (%)	Grade
0-20	0-39	not satisfactory - "2"
21 - 50	40 - 64	satisfactory - "3"
51 - 80	65 - 84	good - "4"
81 - 100	85 - 100	excellent - "5"

Grading and evaluation

Type of assessment	Description	Share of final score
SAU	Format at the discretion of the teacher and in accordance with the characteristics of the subject;	60%
SAT	The format is at the discretion of the teacher and in accordance with the characteristics of the subject; the amount varies depending on the subject	
FA	Class work	40%
	Homework	
	Attendance	
Total for the term		100%

Grade Calculation Examples:

1. SAU – calculation of the percentage value of the assessment in proportion to its weight from the final assessment:

$$\frac{\text{score obtained}}{\text{maximum score}} * \%$$

	maximum score	score obtained
СОЧ	20	16

For example, the teacher decides that the SEP will weigh 30% of the final grade:

$$\frac{16}{20} * 30 = 24\%$$

2. SAT – calculation of the percentage value of the score for the SAT in proportion to its weight from the final assessment in the case of two SATs equal in weight to the assessment for the SAT and with an equal value of the maximum score:

$$\left(\frac{\text{received score} + \text{received score}}{\text{maximum score} + \text{maximum score}} \right) * \%$$

SAU	Maximum score	Obtained score
SAU 1	20	18
SAU 2	20	15

For example, the teacher decides that together the SAU will weigh 20% of the final grade:

$$\frac{18+15}{20+20} * 20 = 16.5\%$$

3. FA – calculation of the percentage value of the FA grade in proportion to its weighting from the final grade:

$$\frac{\text{obtained score}}{\text{maximum score}} * \% + \frac{\text{obtained score}}{\text{maximum score}} * \% + \frac{\text{obtained score}}{\text{maximum score}} * \%$$

Formative Assessment	Maximum score	Maximum score
Classwork	100	70
Homework	100	100
Attendance	16	14

$$\frac{70}{100} * 20 + \frac{100}{100} * 20 + \frac{14}{16} * 10 = 42.75\%$$

Appendix 2
to the Assessment Policy of students'
learning achievements of
Astana Garden School

Types of special conditions for students with special needs

- 1) **extra time:** the percentage of extra time per student to complete summative work is usually up to 25 % of the summative assessment time if the student has a visual impairment (blind, visually impaired), hearing impairment (deaf, hearing impairment), musculoskeletal impairment and insulin-dependent patients with diabetes mellitus;
- 2) **assistant reader:** a responsible person who reads the questions to the student if the student has a permanent or temporary visual impairment.
- 3) **assistant writer:** a responsible person who writes for the student his/her answer in case there is a physical disability or a recent injury;
- 4) **prompter:** a responsible person who sits next to the student so that he/she concentrates on the task and answers further questions. Prompter assistance is acceptable for students who have neurological and cognitive impairments that affect attention or for those students who have an obsessive compulsive disorder that causes students to return to the same question instead of completing the next task;
- 5) **observable break:** making breaks during summative assessment to allow a student with special needs to rest. Extra time for a break should be given to the students with special needs;
- 6) **practical assistant:** a responsible person who does practical work according to the instructions of the student, whose physical capabilities do not allow them to perform the practical part of the task on their own;
- 7) **separate proctoring:** organized for students with special needs in a separate room with a proctor in order to avoid disturbing other students. All required conditions should be met;
- 8) **reading aloud:** students with special needs are allowed to read data and questions aloud. This requires a separate proctoring;
- 9) **using a magnifying glass:** students with special needs are allowed to use a magnifying glass to overcome visual perception;
- 10) **the name of colors:** students with color blindness (color blindness) can ask the proctor to name the colors.

* During summative assessment, students may be given more than one type of special condition depending on the specification of the subject.