



Policy on Internal Testing

Purpose

SKANS is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities.

This assessment policy incorporates the roles, responsibilities, processes and procedures used by SKANS to ensure academic integrity in relation to the submission of work, the development of assessment and the completion of all assessment items (including exams).

Consequently it provides:

- Information to students about expectations for assessment and their responsibilities
- Guidelines & good practice around how testing should be undertaken, what needs to be considered, and the various test stages that can be adopted.

This document will be reviewed on a regular basis (at least every 6 months). The testing guidelines are intended to have an initial 2 years' life span at which point they will be revised in accordance with the maturity of the **HITD/ MANAGER** Exam function at that time. However, given the evolving nature of technology, testing techniques & processes, the document will be subject to change based on lessons learned from application to real scenarios.

Principles

SKANS expectations are grounded in the principles of academic integrity and excellence. Student's assessment can include any examination, practical demonstration, performance or product that allows students to demonstrate the objectives as described by the syllabus. Assessment should be:

- Aligned with curriculum and the Structured Lecture Plan (SLP);
- Provide sufficient working time for students to complete the task
- Be clear to teachers, students and parents;
- Evidence-based, using established standards and instrument specific marking guides to make comparable judgments about student learning and achievement;
- Transparent, to enhance professional and public confidence in the processes used, the information obtained and the decisions made; and
- Informative about where students are in their learning.

Testing Procedure

SOP on CAF Manual Testing

1. Submission of Manual Test in soft form with answer and marking scheme according to Structured Lecturer Plan (SLP-Mar-2022) Source of Question taken be recorded.
2. The tests so received (Refer Sr 1) shall be updated by Research department and feedback is provided to the concerned Faculty.
 - Preparation of Test by **HITD/Manager Exam (Head of Internal Testing Department)** from SKANS CAF Question Bank Application. Further they shuffle the question papers of same subjects taught by different teachers at CAF level for better learning and testing of students, and, further question papers for test may be reviewed by senior teachers first and then shared with the students for testing purpose.
3. Conduct of Test by **HITD/Manager Exam** through Invigilators.
4. **HITD/Manager Exam** make available required number of copies for Class Test along with necessary stationery. Formal attendance sheet of student shall be prepared.
5. Invigilator shall submit written script along with question paper with **HITD/Manager Exam** along with Test Attendance Sheet duly dated and signed by the Invigilator.
6. Subject's teacher shall be handed over the answer script and handing over shall be recorded.
7. Faculty shall submit result **within 7 days** from the date of conduct of Test dully completing marks sheet duly signed and dated and returning therewith the marked answer script to determine quality and feedback where needed e.g. parents meeting or student's counselling.
8. Test and update portal records are updated accordingly by the subject's teacher.
9. For certain subjects, the answer scripts shall be checked by trained individuals as shall be decided by the Director Research.

SOP on CAF Online (Home) Testing –Test OLH

1. Test OLH (Test online Home) shall be conducted as per directives already issued vide CAF-SLP-Mar-2022 by Director Governance dated 28th Sept-2021. Further following SOPs are
2. **HITD/Manager Exam** shall schedule the TEST HOME ONLINE according to the Structured Lecture Plan.



3. **HITD/Manager Exam** shall circulate a mail on Friday for coming week schedule for Home ONLINE TEST.
4. **HITD/Manager Exam** shall send the Schedule (at Sr 2) to Parents, Coordinators, HOA, Vice Principal & respective Faculty through Test Conduction SMS as per direction of CEO
5. The automated result intimation be forwarded to parents, Coordinator, HOA, principal and respective faculty on the following day.
6. HITD/Manager Exam shall arrange Parents meeting for problem students identified in testing beside identified by Class teacher.
7. **HITD/Manager Exam** shall maintain Portal Record for all System-Based parent's meeting beside failure to hold meeting along with reason.

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