



**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

*Perla Tabares Hantman, Chair*  
*Dr. Steve Gallon III, Vice Chair*  
*Lucia Baez-Geller*  
*Dr. Dorothy Bendross-Mindingall*  
*Christi Fraga*  
*Dr. Lubby Navarro*  
*Dr. Marta Pérez*  
*Mari Tere Rojas*  
*Luisa Santos*

## **Assessment Policy**

At the beginning of each school year, IB Diploma Programme Coordinator, teachers, CAS Coordinator and Extended Essay Coordinator meet to discuss due dates for their individual Internal Assessments (IAs), the CAS Portfolio, and various Extended Essay deadlines. The IB Coordinator publishes IB Programme deadlines on a master calendar compiled in the ManageBac software system used to communicate with IB students. The goals of assessment are to enable students to develop their full potential in preparation for IB exams. Students are allowed the opportunity to peer grade and self-assess, with teachers utilizing a broad range of strategies for formative and summative assessments. Coral Reef promotes a shared learning culture in which students are provided with timely, clear, and consistent feedback. Accommodations are made for those students with individual learning difficulties and student performance is measured using data analysis. Individual student learning styles are identified, as well as individual learning strengths and weaknesses to ensure progression of learning for all students. All IB Faculty members utilize the appropriate IB rubrics for Internal Assessments, oral examinations, and external assessment, ensuring that knowledge, experience, and understanding can be clearly measured and identified.

Assignments are marked and letter grades are awarded in a manner which aspires to mimic, as best possible, the descriptors and grade boundaries used by IB. Teachers carefully review the IB criterion-based rubrics for assessments in each class at the beginning of the school year. Those rubrics are provided to the students in written form as well. The faculty has agreed to mark papers strictly and consistently to the IB standards for all grade levels. With rubrics attached to marked copies of the assignments, students become familiar with the assessment expectations. Within each course, IAs are weighted heavily and are incorporated into the student's course grade, during whichever of the four marking periods the IA is due. All faculty members use the IB descriptors and grade boundaries to convert a numeric mark into a letter grade, although the exact method of factoring the IA mark into a local grade varies between individual teachers.

Coral Reef's teachers utilize several types of assessment including summative, formative, oral, and self-assessment. Summative assessments are used to measure student performance and identify the standard of learning achieved. Teachers incorporate a variety of teaching strategies to best accommodate student's individual learning styles. Faculty utilizes IB mark schemes and data that are both quantitative and qualitative using formal and informal assessments. This is completed with IB tests and mark schemes. Formative assessments are self-reflective techniques in which teachers observe student activities and respond to questions to evaluate students'



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delivery, understanding, and relevance of the content. Oral assessments and individual and Group Presentations are completed in all subject areas in preparation for oral language IB exams.

Coral Reef's teaching staff regularly informs parents of student progress and provides timely, up-to-date information on student progress with the electronic gradebook. Self-assessment techniques encourage students to take responsibility for their own learning by encouraging independence and evaluating their own achievement gains and areas for improvement. Faculty members share learning outcomes and assessment criteria with students and parents in a timely fashion and give constructive feedback to facilitate learning. All student progress and achievement are rewarded to foster motivation and promote a commitment to learning.

Previously released IB examinations are the primary source of formal assessments, both formative and summative. In the months of March and April, leading up to the May exams, the use of practice examinations intensifies. Since Coral Reef has a large Diploma Programme, the venue used for testing is the Media Center and Gymnasium. When conflicts between Advanced Placement and IB exams arise, students sit for their scheduled IB Exams, and make up the AP exams on a later date.

For all school-wide assessments, Coral Reef Senior High adheres to the Miami-Dade County assessment policy with regards to testing procedures (i.e., no electronics, personal belongings must be stored away from the student during testing). The Assessment Policy is reviewed on a yearly basis and is communicated to stakeholders through the IB page of the Coral Reef website.