



SULTAN HANAFI ROYAL SCHOOLS

HEALTH AND SAFETY POLICY

1:0 INTRODUCTION

At Sultan Hanafi royal Schools (SULTAN) assessment is the process by which the quantity and quality of teaching and learning are measured through the use of various techniques and also the process of organizing measurement data into interpretable forms of a number of variables

2:0 OBJECTIVES:

The objectives of this policy include-:

- To evaluate teaching and learning practice in relations to specific objectives
- To give learner regular performance feedback & develop a learner's contribution to and ownership of their learning
- To give parents clear idea of what their child can do and what they need to do to progress
- To benchmark the school against local and national standards.
- To identify whole school professional development needs.
- To ensure that underperforming groups of children are effectively identified to allow appropriate intervention.
- To enable educators to plan future support to fill any gaps in knowledge and understanding
- To uphold the school's high expectations and standards
- To report clear and concise information to management and board of governors
- To integrate assessment into planning and teaching to inform future learning.

3:0 SCOPE

This is a broad document which encompasses assessment procedures, techniques, attainment grading and feedback so as to enable all educators at SULTAN to be consistent with assessment and feedback thereby contributing effectively to the progression of lifelong learning of learners.

4:0 POLICY

At SULTAN, our assessment is broad –based to maintain a high standard

4:01 FORMS

- Diagnostic Assessment
- Formative Assessment
- Summative Assessment

4:02 TECHNIQUES/INSTRUMENTS

- Oral questions
- Classwork
- Assignment
- Quizzes
- Project
- Test (POP/CBT)
- Exams (POP/CBT)

4:03 FEEDBACK

- Learners get constant feedbacks
- Parents get feedbacks as follows:
 - On open Day every end of half term : broad sheets and oral feedback
 - Report cards at the end of every term

4:04 TOOLS FOR PROCESSING/GIVING FEEDBACK

- Subject Marking Guides
- Subject Marks –Book
- Subject Marks & Attendance Booklet
- Class Master/Broad Sheet (soft & hard copy)
- Termly Report Card/Sheet (soft /hard copy for filing)

4:05 COMPONENTS OF REPORT CARD/FEEDBACK

- Learner’s individual information
- Attendance record
- Grading System/Scale
- Mark-sheet: including the following
 - Continuous Assessment (CA) score for the term [40]
 - Examination score for the term [60]
 - Total score for the term [100]
 - Total Cumulative Score [200 @ 2nd Term] [300 @ 3rd Term]
 - Class Average

4:06 ATTAINMENT GRADES/GRADING SCALE

SCORE	GRADE	INTERPRETATION
80 – 100	A+	Outstanding
75 - 79	A	Excellent
70 - 74	A-	Very Good
65 – 69	B+	Good
60 – 64	B	Fairly Good
55 – 59	C	Credit
50 – 54	C-	Credit
45 – 49	D	Pass
40 – 44	E	Pass
Below 40	F	Fail

6:0 CONCLUSION

While the effective and efficient implementation of this policy is for all educators, the correct and final interpretation is the sole responsibility of the principal and the vice-principal academics

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