



OUR REF :

TRN : 104153998000003

Date: UPDATED AND RE-ISSUED ON FRIDAY 19TH SEPTEMBER 2025 VERSION 2.0

To: Parents of Students from YEAR ONE to YEAR THIRTEEN**RE: Assessments for OCTOBER ASSESSMENT WINDOW towards November 2025 Report**

Dear Parents,

Greetings from St. Mary's. Please read the information carefully with regard to your child's Assessments ahead of the November 2025 report.

This is what Assessments will look like.

YEARS 11, 12 and 13 – Assessments for the November 2025 report

ASSESSMENT WINDOW: Ongoing until 30th October 2025 – NO MORE THAN TWO ASSESSMENTS PER DAY

Internal Assessment marks 100% (Within set Deadlines)

YEARS 2 to 6 – Assessments for the November 2025 report

ASSESSMENT WINDOW: 1st to 10th October 2025- NO MORE THAN TWO ASSESSMENTS PER DAY

(Music, Art & Sport- Continuous AFL) YEAR 3 FRENCH – ORALS ONLY

Values Ed/ PSHE/ CITIZENSHIP / Geography – In-class reading based assessment. (No memorization)

SUMMATIVE-ASSESSMENT

ONE TEST including MENTAL
MATHS

visibly evidenced

20 marks

20 MARKS**AFL**

Presentations/ Skits/

Oral Role play / Group

Work/ Pair work / PROJECT WORK/RESEARCH

FORMATIVE FEEDBACK WITH STRENGTHS AND AREAS**FOR IMPROVEMENT/ LEARNING LADDERS**

YEARS 7 to 10 – Assessments for the November 2025 report**ASSESSMENT WINDOW: 1st to 10th October 2025- NO MORE THAN TWO ASSESSMENTS PER DAY****(Sports Continuous AFL) (Art years 7 and 8 AFL)****SUMMATIVE-ASSESSMENT**ONE TEST including
MENTAL MATHS (7 & 8)
visibly evidenced

25 marks

25 MARKS**AFL**

Presentations/ Skits/

Oral Role play / Group

Work/ Pair work / PROJECT WORK/RESEARCH

**FORMATIVE FEEDBACK WITH STRENGTHS AND AREAS
FOR IMPROVEMENT/ LEARNING LADDERS****YEAR 1 – Assessments for the November 2025 report****ASSESSMENT WINDOW: September to End October 2025 – Continuous AFL and Ongoing assessments as part of ongoing class work.****AFL**

PROJECT WORK/HW / IN-CLASS ASSESSMENTS PORTFOLIOS / Oral Role play / Group

Work/ Pair work

Mental Maths for Mathematics

**FORMATIVE FEEDBACK WITH STRENGTHS AND AREAS FOR IMPROVEMENT/
LEARNING LADDERS**

All Assessments will be paper-based. Corrected Assessments will be given to students in the second week of November and will only be given to students who have completed all First Term Fee Payments. We urge parents to respectfully make timely fee payments and respect the fee payment deadlines.

Assessment Timetable will be sent to your child's class group email or posted in your child's GC by 4th September by your child's class teacher. For Years 11, 12 and 13, their subject teachers have already begun class tests.

ABSENTEES:

YEARS 2 - 10: If your child is sick, please email the class teacher and inform him/ her if your child is going to or has missed an assessment/s. Some re-assessments might be scheduled over the weekend or on a regular school day, depending on the number of assessments missed. If it is the weekend, you will be informed of the day and time to bring your child in for the same. However, children must be prepared to take a missed assessment as soon as they return to school given that they should have already been prepared in advance.

Any absence will require a medical certificate to reschedule the assessment even if the absence is only for ONE DAY. In the absence of a medical certificate, an assessment will not be rescheduled, and no marks will be credited for that missed assessment

Assessments will not be credited for leave that is not justified. This will impact children's academic progress, and we urge parents not to schedule holidays during working days.

YEARS 11, 12 and 13: WEIGHTED AVERAGE

The system will work a bit differently for these year groups since they have continuous assessment and have more than two assessments during the assessment window which is also a much longer window than the other year groups.

Therefore, a student in these year groups should have a minimum of two completed tests. Any absence will require a medical certificate to ensure the provision of a weighted average, even if the absence is only for ONE DAY. In the absence of a medical certificate the missed assessment will be marked as zero.

Students must not have any unauthorised material during an assessment – notes, chits of paper with written notes, any written notes concealed in the desk or on the person. If any of these are found with a student during an assessment, they will be given a zero. Students must not resort to any form of malpractice during an assessment, and they must not speak

to any other students during an assessment. Any form of malpractice will lead to being given a zero for that particular assessment.

We would like our children to understand the importance of developing study habits that are consistent and productive and undertaken on a daily basis and not at the last minute.

Yours sincerely,



**Mr. Paul Asir Joseph
(Principal)**

