

### Assessment Tasks 2018-2019

Dates	Task	Responsibility	Additional Notes
August 16 <sup>th</sup>	Cambridge External Oct/Nov 2018 Exam Entry Deadline	Exams Officer and Assessment Co-ordinators	
August 26 <sup>th</sup> – 28 <sup>th</sup>	Staff Induction to Assessment Policy & PoS	SIMS & Assessment Co-ordinators	Dates to be confirmed internally by each school.
August 26 <sup>th</sup> -30 <sup>th</sup>	Re-sit Exams	Assessment Co-ordinators. & Exams Officer	
August 29 <sup>th</sup>	Edexcel (IAL) Oct/Nov 2018 Exam Entry Deadline	Exams Officer and Assessment Co-ordinators	
September 4 <sup>th</sup>	Re-sit Reports ready	Assessment Co-ordinators.	
September 6 <sup>th</sup>	PoS and Mark sheets do's and don'ts – meeting with Heads and Deputies	SIMS & Assessment Co-ordinators	
September 9 <sup>th</sup>	Full year PoS ready for teacher's access in Primary and Secondary English subjects.	SIMS Cos	
September 9 <sup>th</sup> -13 <sup>th</sup>	Parents induction on Assessment Policy and SIMS Parent App	SIMS & Assessment Co-ordinators	Dates to be confirmed internally by each school.
September 13 <sup>th</sup>	Full year PoS for teachers in Arabic is ready	SIMS & Assessment Co-ordinators, Arabic Coordinators	
September 16 <sup>th</sup> – 25 <sup>th</sup>	CEM Base Progress Reception	Heads of EYFS, EYFS teachers and Assessment Co-ordinators	
October 1 <sup>st</sup> – 13 <sup>th</sup> November	Edexcel (IAL) Oct/Nov 2018 Public Exam Dates	Exams Officer, SIMS and Assessment Co-ordinators	

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October 4 <sup>th</sup>	EYFS Baseline data entry deadline & CEM data reports provided to Head Office	Head of EYFS & Assessment Co-ordinators	
October 8 <sup>th</sup> – 16 <sup>th</sup> November	Cambridge External Oct/ Nov Public Exam Dates	Exams Officer and Assessment Co-ordinators	
October 14 <sup>th</sup> – 18 <sup>th</sup>	Mid Semester 1 Assessment - Practicals for Primary, Secondary and Arabic subjects	Teachers, Coordinators and Heads	TT to be set at each school level with standardized asst. English, Math, Science and optional (Computing) for primary
October 20 <sup>th</sup>	Edexcel January 2019 Exam Entry Deadline	Exams Officer and Assessment Co-ordinators	
<b>Mid Semester Break October 21<sup>st</sup> to 25<sup>th</sup></b>			
October 28 <sup>th</sup> – 1 <sup>st</sup> Nov	Mid Semester 1 Assessments- Written for Primary, Secondary and Arabic subjects (with some digitized OWLTS assessments)	Teachers, Coordinators and Heads, VLE Co-ordinators, IT teams and Principals	
October 29 <sup>th</sup>	Mid Semester PoS data entry deadline for Primary and Secondary	Teachers, Coordinators and Heads	Including practical components
November 5 <sup>th</sup>	Mid Semester data entry deadline for EYFS, Primary and Secondary (including Written Assessment mark, HW & participation)	Teachers, Coordinators and Heads	
November 6 <sup>th</sup> – 7 <sup>th</sup>	Mid Semester data verification	Teachers, Coordinators and Heads, SIMS and Assessment Co-ordinators.	Principal to approve results
November 7 <sup>th</sup> – 8 <sup>th</sup>	Ta'allum Data Verification	Consultants	Sampling
November 12 <sup>th</sup>	Mid Semester data analysis and sharing analysis with Head Office	SIMS & Assessment Co-ordinators	
November 12 <sup>th</sup>	Mid Semester Report Cards to be published to parents on SIMS App	SIMS & Assessment Co-ordinators	

Dates	Task	Responsibility	Additional Notes
November 14 <sup>th</sup>	Publication of the Agreed End of Sem. 1 Exam Timetable to parents along with agreed Learning Objectives and Practice Questions	Consultant/ Heads of Schools	
November 15 <sup>th</sup>	Lead Teachers, Heads of Primary/EYFS review, revise and enhance the subject specific/academic/relevant comment banks for the report.	Lead Teachers	Comments should be related to Semester 1.
November 28 <sup>th</sup>	Final and Resit end of semester exams to be submitted to Principals and Director of Education	Chair of Exams	
November 29 <sup>th</sup>	Secure printing of End of Sem 1 exams	Heads of School to determine	
December 2 <sup>nd</sup> – 6 <sup>th</sup>	End of Semester 1 Practical Exams for Primary, Secondary and Arabic	Teachers, Coordinators and Heads	
December 3 <sup>rd</sup>	End of Semester PoS data entry deadline for Primary and Secondary	Teachers, Coordinators and Heads	Including practical components
December 6 <sup>th</sup> -13 <sup>th</sup>	End of Semester 1 Written Exams (including Mock exams for IGCSE and AS)	Chairs of Exam Committee, Coordinators, Heads and Principals	
December 6 <sup>th</sup> – 20 <sup>th</sup>	Common Marking	Head of marking centres	
December 20 <sup>th</sup>	End of Semester data entry deadline for EYFS, Primary and Secondary (including Exam mark, HW & participation for Primary and Secondary)	Teachers, Coordinators and Heads	
<b>End of Semester Break Dec. 23<sup>rd</sup> till Jan. 3<sup>rd</sup></b>			
January 6 <sup>th</sup> -7 <sup>th</sup>	Internal School Data Verification  Comments to be confirmed by Heads and Deputies	Heads of Schools, Deputies, SIMS & Assessment Co-ordinators	

Dates	Task	Responsibility	Additional Notes
January 6 <sup>th</sup> – 10 <sup>th</sup>	Catch-up Exams for absentees	Assessment Co-ordinators, Head of Schools	
January 7 <sup>th</sup> - 25 <sup>th</sup>	Edexcel January 2019 <b>Public</b> Exam Dates	Exams Officer and Assessment Co-ordinators	
January 8 <sup>th</sup> -10 <sup>th</sup>	Ta'allum Data Verification	Consultants	Sampling
January 10 <sup>th</sup>	Cambridge External Oct/ Nov Results Day	Exams Officer and Assessment Co-ordinators	
January 13 <sup>th</sup>	Finalising and approval of results	Director of Education	
January 14 <sup>th</sup> -16 <sup>th</sup>	Staff Completion of report	Heads of School, Co-ordinators, teachers	
January 17 <sup>th</sup>	Assessment Co-ordinators check of report	Assessment Co-ordinators	
January 20 <sup>th</sup>	Publication of Report Cards to Parents	Principals and Heads of School, Assessment Co-ordinators, SIMS	
January 23 <sup>rd</sup>	End of Semester data analysis and sharing analysis with Head Office	SIMS & Assessment Co-ordinators.	
January 24 <sup>th</sup>	Edexcel (IAL) from Oct/Nov 2018 Results Day	Exams Officer and Assessment Co-ordinators	
<b>Mid Semester Break February 10<sup>th</sup> to 14<sup>th</sup></b>			
February 21 <sup>st</sup>	Cambridge June 2019 Exam Entry Deadline	Exams Officer and Assessment Co-ordinators	
March 6 <sup>th</sup>	Edexcel January 2019 Results Day	Exams Officer and Assessment Co-ordinators	
March 21 <sup>st</sup>	Edexcel Summer Exam Entry Deadline	Exams Officer and Assessment Co-ordinators	
March 21 <sup>st</sup> -27 <sup>th</sup>	Mid Semester 2 Assessments - Practicals	Teachers, Coordinators and Heads	

Dates	Task	Responsibility	Additional Notes
March 28 <sup>th</sup> – April 3 <sup>rd</sup>	Mid Semester 2 Assessment – Written (with some digitized OWLTS assessments)  (including 2 <sup>nd</sup> Mock exams of IGCSE and AS – organized at school level)	Teachers, Coordinators and Heads, VLE Co-ordinators, IT Teams and Principals	
<b>Mid Semester Break April 7<sup>th</sup> till April 11<sup>th</sup></b>			
April 15 <sup>th</sup>	Mid Semester PoS data entry deadline for Primary and Secondary	Teachers, Coordinators and Heads	Including practicals
April 17 <sup>th</sup>	Mid Semester data entry deadline for EYFS, Primary and Secondary (including Mid Semester written assessment mark, HW & participation)	Teachers, Coordinators and Heads	
April 22 <sup>nd</sup>	Mid Semester 2 data verification	Teachers, Coordinators and Heads	
April 23 <sup>rd</sup>	Mid Semester 2 data verification	Consultants	Sampling
April 24 <sup>th</sup>	<b>Mid Semester Report Cards to be published to parents on SIMS App</b>	Teachers, Coordinators and Heads	
April 28 <sup>th</sup>	Publication of the Agreed End of Sem. 1 Exam Timetable to parents along with agreed Learning Objectives and Practice Questions	Heads of Schools	Consultants to check on timeline completion of action
April 29 <sup>th</sup>	Mid Semester data analysis and sharing analysis with Head Office	SIMS & Assessment Co-ordinators.	
April 30 <sup>th</sup>	Lead Teachers, Heads of EYFS, Primary review, revise and enhance the subject specific /academic/relevant comment banks for the report.	Lead Teachers	Comments should be related to Semester 1.
May 3 <sup>rd</sup> - 10 <sup>th</sup> June	Cambridge June 2019 Public Exam Dates	Exams Officer and Assessment Co-ordinators	

Dates	Task	Responsibility	Additional Notes
May 6 <sup>th</sup> - 24 <sup>th</sup> June	Edexcel Public Summer Exam Dates	Exams Officer and Assessment Co-ordinators	
May 19 <sup>th</sup> -23 <sup>rd</sup>	GL Assessments for Y4, Y6, Y9 in En, Ma and Sci	Heads of School, Assessment Co-ordinators, teachers, IT team	
May 19 <sup>th</sup> – 28 <sup>th</sup>	CEM Base Progress Reception	Heads of EYFS, Assessment Co-ordinators, EYFS teachers	
May 29 <sup>th</sup>	Final and Resit exams to be submitted to Principals and Director of Education	Chair of Exams	
May 30 <sup>th</sup>	End of Year PoS data entry deadline - EYFS and CEM Base progress reports provided to Head Office	Heads of EYFS, Assessment Co-ordinators	
May 30 <sup>th</sup> - 2 <sup>nd</sup> June	Secure printing of End of Year exams	Heads of School to determine	
<b>Eid Break June 4<sup>th</sup>-6<sup>th</sup></b>			
June 9 <sup>th</sup> – 13 <sup>th</sup>	End of Semester 2 Exams – Practicals for Primary, Secondary and Arabic	Heads of Schools	
June 13 <sup>th</sup> – 20 <sup>th</sup>	End of Semester 2 Exams – Written for Primary, Secondary and Arabic	Chairs of Exam Committee, Coordinators, Heads and Principals	
June 13 <sup>th</sup> – 23 <sup>rd</sup>	Common Marking	Head of Marking Centres	
June 17 <sup>th</sup>	End of Semester PoS data entry deadline for Primary and Secondary	Staff and Heads of School	Including practicals
June 24 <sup>th</sup>	End of Semester data entry deadline for Primary and Secondary (including Exam mark, HW & participation)	Teachers, Coordinators and Heads	
June 24 <sup>th</sup> - 25 <sup>th</sup>	Internal School Data Verification Comments to be confirmed by Heads and Deputies	Heads of Schools, Deputies, SIMS & Assessment Co-ordinators	
June 25 <sup>th</sup> – 26 <sup>th</sup>	Ta'allum Data Verification	Consultants	Sampling

Dates	Task	Responsibility	Additional Notes
June 27 <sup>th</sup>	Finalising and approval of results	Director of Education	
June 30 <sup>th</sup> - 1 <sup>st</sup> July	Staff completion of report	Heads of School	
July 2 <sup>nd</sup>	Assessment Co-ordinators check of report	Assessment Co-ordinators	
July 3 <sup>rd</sup>	<b>Publication of Report Cards to Parents</b>	Principals and Heads of School, Assessment Co-ordinators, SIMS	
July 4 <sup>th</sup>	Any parental follow up meetings and discussions as required with Senior and Middle Leaders	Senior and Middle leaders	
August 10 <sup>th</sup>	Cambridge – IGCSE and AS June Results Day	Exams Officer and Assessment Co-ordinators	
August 16 <sup>th</sup>	Edexcel AS Results Day	Exams Officer and Assessment Co-ordinators	
August 23 <sup>rd</sup>	Edexcel IGCSE Results Day	Exams Officer and Assessment Co-ordinators	

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