

Course assessment policy in Menntaskólinn við Hamrahlíð

The aim of course assessment is to gather information on the student achievements and how individuals and groups get on in reaching their goals. The main purpose of course assessment is to give guiding information on the studies and on the way to achieve their objective. Course assessment is supposed to give students, teachers, reception schools and school authorities information on the progress of study which can prove useful in organization and edification of studies. To fulfil this complex purpose a course assessment is required to be rightful, viable and trustworthy.

Our aim is that all courses have a varied course assessment where diverse knowledge, skills and qualifications are tested. We attempt to apply different methods of assessment which may entail evaluating individual and group skills, essays, pop quizzes, class assignments, reports, experiments, workbooks, data exams, final exams, active participation in classes, attendance and other things. In courses where many smaller study elements form a course assessment it is normal to refer to the average grade from each study element to obtain course assessment and that the weight of each single factor which prevent students to obtain course assessment is no less than 10%. Students have a right to take a sick test in exams that have this significance.

In a course curriculum it must be clear

- Which study elements are evaluated
- When they are evaluated
- What is their significance within the final grade
- Attendance requirements (in for example practical exercises)
- Which requirements need to be fulfilled to successfully finish a course

Course curriculum should be accessible to everyone in INNA.

Course assessments may differ between subjects and courses, but the program directors ensure that consistency is within courses and that teachers cooperate in exam revision where possible. If students have an option on different course assessments in a course, it should be clear in the course curriculum. In principle courses in MH are graded in numbers although there are a few exceptions which are Staðið (Passed) /Fall (Not passed) instead of numeric values. Grades should be followed by comments with explanations when needed as in valuations on essays. In principle course assessments should be distributed over the duration of the term but final exams are usually held at a specific exam time at the end of term. Larger exams should not be held in the last week of teaching. The school sets rules on the execution of exams which the examination supervisor is responsible for. The school will not tolerate plagiarism or cheating, and disciplinary actions can be found on the school home page under Policies & rules.

After the exams are finished Confirmation day is held at the school and a viewing of the exams takes place. The students can view the documents which the course assessment is based on and discuss the subject with the teacher. If a student is unhappy with his course assessment he can refer the matter to the director of studies. If students, that did not get the minimum grade, do not want to accept a teacher's or a programme director's assessment they can turn to the rector and request an assessment from an external examiner. An impartial external examiner should be brought in to evaluate examination solutions. His verdict is final and cannot be relegated to a higher authority.

Final exams built on course assessment are kept by the school for a year.