



**MAKTAB TENTERA DIRAJA  
KUALA LUMPUR  
MALAYSIA**

SCHOOL CODE 006007

**MTD - IB  
ASSESSMENT POLICY**

(Revised 20 June 2015)

**MAKTAB TENTERA DIRAJA  
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

**ASSESSMENT POLICY**

**The IB Mission Statement**

*The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people,*

**Mission Statement of Maktab Tentera Diraja**

*To provide a comprehensive smart learning environment with the objective to develop leaders with calibre, high integrity and noble personality to serve in the public and corporate sector and in the Malaysian Arm Forces.*

**Vision of Maktab Tentera Diraja**

*To brand the Royal Military College as a unique and outstanding smart-learning institution.*

**Charter of Maktab Tentera Diraja**

*The Royal Military College has been established with the objective of preparing young Malaysians to serve as officers in the Malaysian Armed Forces and top ranking leaders in the public and corporate sectors of the country.*

**Slogan**

**“SERVE TO LEAD”**

**IB Standards and Practices**

*“B1.5(d) The school develops and implements an assessment policy that is consistent with IB expectations.”*

*“B1.5(f) The school complies with the IB regulations and procedures related to the conduct of all forms of assessment for the administration of examinations for the DP.”*

*MQA Area 3 : Assessment*

*(Programme Standards and Practices 2014, page 22)*

## INTRODUCTION

MTD - IB Student Assessment Policy is a document that frameworks the management and implementation of academic assessment. This policy is developed based on the following documents:

1. IB Programme Standards and Practices 2014
2. The IB Diploma Programme : From Principle to Practice
3. General Regulations : IB Diploma Programme
4. Rules and Policy for use of IB Intellectual Property
5. Official Secrets Act, 1972 (*Akta Rahsia Rasmi*, 1972-Appendix A)

### Purpose of the Policy

This policy aims to ensure integrity in the development, management, administration and implementation of students' academic assessment that includes:

- Administration of assessment activities
- Management of scoring and grading
- Coordination of assessment results, and
- Security and confidentiality.

### Scope of Policy

This policy applies to the management, administration, and implementation of assessment for all six (6) subject groups.

### Basic Principles of Assessment

The management, administration and implementation of student assessments are based on the four (4) principles of validity, reliability, fairness and consistency through the mechanism of best practices.

## STUDENTS' ACADEMIC ASSESSMENT

Assessment is the measurement on student's achievement in written form, laboratory work, studio, fieldwork, projects and Extended Essay.

### Purpose of Assessment

Academic assessment of the school covers competency-based assessment and criterion-referenced assessment.

Competency-based assessment is an assessment based on actual skills and knowledge a student demonstrates in a given task while criterion-referenced assessment is an assessment where results are determined by student's performance against a set of standards as set by the IB for each subject.

Therefore the school performs academic assessment with the purpose to :

- Provide a platform for students to receive learning feedback.
- Determines students' level of actual knowledge and skills using criterion-referenced and competency-based assessment
- Determines the achievement level of individual students with reference to the learning outcomes
- Determines the ability of a student based on the Internal and External assessment criteria.

### Method of Assessment

Assessment methods include:

- **Formative Assessment (Assessment for Learning)**
  - Formative assessment conducted formally or informally to measure progress or student mastery of learning.
  - Formative assessment scores in the school mid-term tests may contribute to the summative assessment in the school term examinations.
  - Formative assessment scores do not contribute to the final IB grade but serves as a learning feedback.

- **Summative Assessment (Assessment of Learning)**

- Summative assessment consists of school term examinations, the IB Internal and External Assessments.
- The marks for both IB Internal and External Assessment contribute towards the final IB grade.
- IB Internal Assessments are conducted periodically throughout the two (2) year programme and contribute to the final grade.
- Each subject has different assessment components and weightage.
- The External Assessment is conducted at the end of the two (2) year programme, in which is May for the school.
- The assessment components and weightage for both internal and external assessment is as indicated in the IB assessment outline.

### **The Needs of Assessment Development**

Academic assessment must be developed:

- with reference to the subject aim, assessment objectives, assessment outline and CAS handbook.
- using English except for the Malay A subject, in line with the School Language Policy.
- with considerations to the sensitivities of religion, culture, politics, race, gender, socio-economic status, unfit circumstances and currency of information.

### **Periodic reviews of the Assessment Policy**

Review of the Assessment Policy will be carried out periodically to ensure that it is in line with the IB's mission statement and philosophy, and reflect what is actually taking place in the school, as stated in the *IB Programme Standards and Practices 2014* and the *IB Diploma Programme; From Principles into Practice*.

## Copyright Policy

Students' assessment work belongs to MTD-IB but the students maintain their copyright. Every reference to the copyright must be followed by an acknowledgement to MTD (Article six (6): IB General Regulation).

Academic collaboration between teachers and students are encouraged. However it must be based on the guidelines stipulated in the IB General Regulation.

## ASSESSMENT PROCESS

The assessment process includes the development of assessment outlines, construction of internal and external examination papers and the administration of internal and external examinations.

All Assessment Outlines are developed by the IB. The construction of Internal and External Examination papers are also done by the IB.

In the administration of the IB Internal and External Assessments:

- All Internal Assessment activities are administered according to the IB Assessment Calendar.
- All assessment tasks must be answered in English except for the Malay A subject.
- The Extended Essay must be written in English except for the Malay A subject.
- There must be a mechanism for the verification of student submission for all assessments.
- All items for Internal and External assessments should be marked and scored based on the IB mark scheme.
- Disciplinary actions can be taken on students who commit academic dishonesty in assessment tasks submitted for the purpose of scoring and grading.

The administration of the External Assessment must be implemented in accordance to the regulations of the MTD-IB examination unit (Appendix B) :

- All students are required to sit for the IB Internal and External Assessments.
- The External Assessment must be answered using English except for the Malay A subject.
- The Chief invigilator can take appropriate action on students who violate the External Assessments regulations.
- Special request from the IB will be made for students with special assessment access requirements based on the IB Candidates with Special Assessment Needs guide.

## POST ASSESSMENT PROCESS

The post assessment process includes scoring, grading, admission of marks and grades, validation and coordination.

### Scoring

Scoring for school examinations are done by subject teachers based on the IB prescribed assessment criteria of the subject. To increase validity of students' score, cross-checking between teachers of the same subject is encouraged.

All IB assessments must be marked and scored according to the prescribed methods. The scores for Internal Assessments must be communicated to students as learning feedback.

In scoring for External Assessment, the following guidelines are applied :

- The External Assessment will be marked and scored by IB using the prescribed assessment criteria.
- Moderation issues are catered by the IB.
- When there are differences of scores between assessors during the moderation process, the coordination and corrective actions must be taken by IB.

## Grading

For school examinations, grades are set according to the DP scale for all subjects and it is programmed in the school online management system. Grades will be awarded according to the Assessment Grading Outline.

All Extended Essays must be submitted within the period prescribed in the Academic Calendar for the purpose of grading.

## Admission of Marks, Grades and Verification

Subject teachers will record students score in their record book and then admit students' marks into the school online management system to be graded and analyse. The results will be verified by the class teacher.

The admission of IB predicted grades is done by the IB Head of Department.

## Reporting of Formative and Summative Assessments

The formative assessments and school examinations results saved in the school online management system will be printed out by class teachers, verified and sent to parents with a copy kept in the school academic office.

The school practices an open concept where parents can meet the subject teachers and Head of the IBDP to discuss students' academic performance and progress to provide support to students' learning.

School examinations results will also be reported to the Director of Studies and Head of School to inform them of students' progress. Evaluation of students' results will provide feedback which helps the school in drawing up appropriate programmes for students' academic enhancement in general, while subject teachers may consider differentiated teachings for students with different learning abilities. It may also reflect the need for subject teachers to improve on their teaching strategies through trainings and professional development.

The Summative assessments (IB Internal and External Assessments) are recorded and reported as grades in the IB Diploma transcript. It is also available in the school online management system. Parents and students are given access to the school online management system to view their results.

## Appeal

Students can appeal for remarking of External Assessment using the existing mechanism. All results of the review, corrections or updates must be confirmed by the IB.



## **SECURITY, CONFIDENTIALITY AND SAFETY**

All assessment matters must be assured in terms of security, confidentiality and safety. The following guidelines (Appendix C) are applied :

- The School must ensure the safety of students during academic assessment fieldworks that involve high risks.
- All Internal and External Assessment Papers must be assured in terms of safety and confidentiality.
- All IB subject teachers must declare that they do not have relatives as students of the school.

## **NONCOMPLIANCE TO THE ASSESSMENT POLICY**

In the whole process of management and implementation of academic assessment, it is expected that all parties involved must adhere to the school Academic Honesty Policy.

The Board of Governors can take actions on administrators, teachers or students who do not comply with the Assessment Policy or the Academic Honesty Policy in the academic assessment process. The involved individual(s) must make reports and will be recommended for future improvements.

Reference :

Official Secrets Act, 1972 (*Akta Rahsia Rasmi*, 1972-Appendix A)

IB. 2007. Rules and Policy for use of IB Intellectual Property

IB. 2009. The IB Diploma Programme: *From Principles to Practice*

IB. 2011. *General Regulations : Diploma Programme.*

IB. 2014. *Programme Standards and Practices.*

IB. 2015. The IB Handbook of Procedures

MTD Academic Honesty Policy, 2015

MTD Language Policy, 2015

Websites :

[http://fke.uitm.edu.my/v4/?page\\_id=195](http://fke.uitm.edu.my/v4/?page_id=195)

[www.cognology.com.au/learning-center/cbawhatis/](http://www.cognology.com.au/learning-center/cbawhatis/)

## TERHAD

### AKTA 88

8. (1) Jika seseorang yang ada dalam miliknya atau kawalannya sesuatu perkataan kod, isyaratimbang atau katajodoh rasmi yang rahsia atau sesuatu benda, suratan atau maklumat yang —

- (a) berhubung dengan atau digunakan di sesuatu tempat larangan atau berhubung dengan apa-apa jua di sesuatu tempat itu; atau
- (b) berhubung dengan kelengkapan perang; atau
- (c) telah dibuat atau didapatkan bersalahan dengan Akta ini; atau
- (d) telah diamanahkan sebagai rahsia kepadanya oleh seseorang pegawai awam; atau
- (e) telah dibuat atau didapatkan atau dilihat olehnya, oleh kerana kedudukannya sebagai seorang yang memegang atau telah memegang jawatan dalam perkhidmatan awam, atau sebagai seorang yang memegang atau telah memegang suatu kontrak yang dibuat bagi pihak Kerajaan, atau sebagai seorang yang bekerja atau telah bekerja dengan atau di bawah seseorang yang memegang atau telah memegang jawatan atau kontrak itu.

Melakukan mana-mana daripada yang berikut: —

- (i) menyampaikan secara langsung atau secara taklangsung sesuatu maklumat atau benda tersebut kepada sesuatu negeri asing yang lain daripada negeri asing yang kepadanya ia diberikuasa dengan sempurna bagi menyampaikannya atau kepada seseorang lain yang lain daripada orang yang kepadanya ia diberikuasa dengan sempurna bagi menyampaikannya atau yang kepadanya ia adalah berkewajipan bagi menyampaikannya; atau
- (ii) menggunakan sesuatu maklumat atau benda seperti tersebut di atas untuk faedah sesuatu negeri asing yang lain daripada negeri asing yang bagi faedahnya ia diberikuasa dengan sempurna bagi menggunakannya atau dengan apa-apa cara lain yang mudarat kepada keselamatan atau kepentingan Malaysia; atau
- (iii) menyimpan dalam milik atau kawalannya mana-mana benda seperti tersebut di atas manakala ia tidak berhak menyimpannya, atau manakala berlawanan dengan kewajibannya bagi menyimpannya, atau tidak mematuhi segala arahan yang sah yang dikeluarkan oleh pihak-berkuasa yang sah berkenaan dengan pemulangan atau pelupusan benda itu; atau
- (iv) tidak menjaga dengan cara yang berpatutan, atau bertingkah-laku sehingga membahayakan keselamatan atau rahsia, sesuatu maklumat atau benda seperti tersebut di atas,

maka orang itu adalah melakukan suatu kesalahan yang boleh dihukum dengan penjara tidak lebih daripada tujuh tahun atau denda tidak lebih daripada sepuluh ribu ringgit atau penjara dan denda itu kedua-duanya.

(2) Jika seseorang menerima sesuatu perkataan kod, isyaratimbang atau katajodoh rasmi yang rahsia, atau apa-apa benda, suratan atau maklumat dengan mengetahui atau ada alasan yang munasabah bagi mempercayai, pada waktu ia menerimanya itu, bahawa perkataan kod, isyaratimbang, katajodoh, benda, suratan atau maklumat itu adalah disampaikan kepadanya bersalahan dengan Akta ini, maka ia adalah melakukan suatu kesalahan yang boleh dihukum dengan penjara tidak lebih daripada tujuh tahun atau denda tidak lebih daripada sepuluh ribu ringgit atau penjara dan denda itu kedua-duanya melainkan jika ia membuktikan bahawa perkataan kod, isyaratimbang, katajodoh, benda, suratan atau maklumat itu telah disampaikan kepadanya dengan tidak dikehendaki olehnya.

TERHAD

**TERHAD**

LAMPIRAN 'D'

**PERAKUAN UNTUK DITANDATANGANI OLEH PENJAWAT AWAM  
BERKENAAN DENGAN AKTA RAHSIA RASMI 1972**

Adalah saya dengan ini mengaku bahawa perhatian saya telah ditarik kepada peruntukan-peruntukan Akta Rahsia Rasmi 1972 dan bahawa saya faham dengan sepenuhnya akan segala yang dimaksudkan dalam Akta itu. Khususnya saya faham bahawa menyampaikan, menggunakan atau menyimpan dengan salah, sesuatu benda rahsia, tidak menjaga dengan cara yang berpatutan sesuatu rahsia atau apa-apa tingkahlaku yang membahayakan keselamatan atau rahsia sesuatu benda rahsia adalah menjadi suatu kesalahan di bawah Akta tersebut, yang boleh dihukum maksimum penjara seumur hidup.

Saya faham bahawa segala maklumat rasmi yang saya perolehi dalam perkhidmatan Seri Paduka Baginda Yang Di-Pertuan Agong atau perkhidmatan mana-mana Kerajaan dalam Malaysia, adalah milik Kerajaan dan tidak akan membocorkan, menyiarkan, atau menyampaikan, sama ada secara lisan atau dengan bertulis, kepada sesiapa jua dalam apa-apa bentuk, kecuali pada masa menjalankan kewajipan-kewajipan rasmi saya, sama ada dalam masa atau selepas perkhidmatan saya dengan Seri Paduka Baginda Yang Di-Pertuan Agong atau dengan mana-mana Kerajaan dalam Malaysia dengan tidak terlebih dahulu mendapat kebenaran bertulis pihak berkuasa yang berkenaan. Saya berjanji dan mengaku akan menandatangani suatu akuan selanjutnya bagi maksud ini apabila meninggalkan Perkhidmatan Kerajaan.

Tandatangan .....

Nama dengan huruf besar .....

No. Kad Pengenalan .....

Jawatan .....

Jabatan .....

Tarikh .....

Disaksikan oleh .....

(Tandatangan)

Nama dengan huruf besar .....

No. Kad Pengenalan .....

Jawatan .....

Jabatan .....

Tarikh .....

Cap Jabatan .....

**TERHAD**

## EXAMINATION REGULATIONS

Candidates are reminded that all question papers are treated as confidential by the *Akta Rahsia Rasmi 1972* and therefore they cannot be owned by any party for any purpose. Anyone found in possession of these question papers either in the original or copy form is violating the confidentiality rules as contained in the *Akta Rahsia Rasmi 1972*. IB candidates who violate the regulations listed below can be charged accordingly.

All candidates are prohibited from :

- a) Exposing your answer sheet to other candidates.
- b) Copying nor giving opportunity for other candidates to copy from you.
- c) Giving or receiving help in answering examination questions.
- d) Impersonating or allowing others to disguise as yourself to sit for the examination.
- e) Communicating with others either inside or outside the examination hall while the examination is administered.
- f) Bringing in books or notes, cell phones or any communication devices except those allowed to be used during the examination.
- g) Taking out the answer booklet from the examination hall.
- h) Changing allocated seats without prior permission.
- i) Creating or committing any forms of unrest in or near the examination hall during an examination.
- j) Wearing inappropriate attire when sitting for the examination.
- k) Answering exam questions in other languages except English. However, the Malay Language is allowed to answer the Malay A paper.

**Statutory Declaration** (*Akta Rahsia Rasmi 1972*)

I hereby declare that my attention has been drawn to the provisions of the *Akta Rahsia Rasmi 1972* and that I fully understand all that is meant in it. I specifically understand that delivery, using or storing of any confidential items is an offense under the *Akta Rahsia Rasmi 1972* and can be sentenced to a maximum of life in prison.

I therefore declare that I do not have relatives enrolled in the current IB Programme.

I also declare that I will uphold the confidentiality of assessment matters in a very strict manner.

Signature : .....

Name (In Block Letters) : .....

Identification Number : .....

Date : .....

Witnessed by :-

Signature : .....

Name (In Block Letters) : .....

Identification Number : .....

Date : .....

### **General Instructions to Candidates**

Candidates must :

1. be in the examination hall 10 minutes before the examination starts.
2. provide justifications when they arrive late. The question paper will not be provided to candidates who arrive 30 minutes late. No extra time will be given for late comers. Candidates who fail to sit for any paper will have to re-sit for the said paper in the following semester.
3. write their personal details on the attendance slips provided .
4. notify the invigilator if they were given the wrong question papers or receive an incomplete question paper.
5. write their names, student ID numbers and question numbers clearly on the front of the answer booklets.
6. not leave the examination hall before the end of the allotted time without the permission from the invigilator.

**Standard Operating Procedures (SOP)**  
**for Management and Administration of External Assessment**

Task	Person in charge (PIC)
1. Signing of the <i>Akta Rahsia Rasmi 1972 (AKTA 88)</i> .	IB DP Coordinator and assigned officers.
2. Receiving of exam papers from IB.	IB DP Coordinator and assigned officers.
3. Storing of exam papers into the strong room.	IB DP Coordinator and assigned officers.
4. Taking of exam papers and booklets from and returning of the answer booklets to the examination unit : a) On the examination day, exam papers and booklets are taken 1 hour before the exam is carried out.  b) Answer booklets must be returned immediately to the examination unit once the exam is over.  c) all transactions (taking and returning of exam papers and booklets) must be recorded in the prescribed log book.	IB DP Coordinator and assigned officers.
5. Sending of answer booklets by post to IB.	IB DP Coordinator and assigned officers.
6. Storing of answer booklets is done for 1 academic year before it is disposed.	IB DP Coordinator and assigned officers
7. Quarantine of students prior and post to administration of examination.	IB DP Coordinator and assigned officers



**Standard Operating Procedures (SOP)**  
**for Management and Administration of Internal Assessment**

Task	Person in charge (PIC)
1. Internal Assessments are administered throughout the duration of the IB programme.	IB DP Coordinator and assigned officers.
2. Submission of Internal Assessment marks to IB via the Internet.	IB DP Coordinator and assigned officers.
3. Scanning and sending of Internal Assessment assignment to IB is done when moderation is required.	IB DP Coordinator and assigned officers.
4. All Internal Assessment products are returned to students for learning feedback.	IB subject teachers.

Tarikh : .....