



Assessment Policy

Keystone's assessment framework ensures ongoing evaluation of learning through various tools and strategies tailored to student needs.

Assessment Types

- **Formative** (daily, ongoing): Quizzes, journals, discussions
- **Summative** (end of units/semesters): Exams, projects, presentations

Assessment Cycles

- **Short-Cycle:** Daily check-ins (quizzes, discussions)
- **Medium-Cycle:** Unit-based assessments (projects, reflections)
- **Long-Cycle:** Mid-/end-term exams for academic progress tracking

External Assessments

- MAP Growth
- SAT (with after-school tutoring)
- AP & IELTS (guided by College Counselor)

Early Years (KG–G3)

- Observational tools, portfolios, and game-based assessments aligned with PEI
- No grades—only developmental feedback

Grades 4–12

- PEI curriculum
- Regular formative/summative assessments with standardized rubrics

Quizzes & Exams

- Quizzes: 2 per semester, announced 1 week prior, pre-approved via shared Google Drive
- Exams: 2 per semester (G4–11); standardized templates, approval & answer key timelines strictly followed

Grading Policy

- Feedback must be timely (within 5 days)
- In-person/typed comments with constructive suggestions
- Green pen for handwritten submissions



- Consistency checked by Department Heads and Educational Director

Failing & Retakes

- G10–12: Below 50% in a subject → must retake
- G5–9: Failing a subject triggers a parent meeting but doesn't require grade repetition

GPA Scale

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	91-100	4.3	C	64-66	2
A	85-90	4	C-	60-63	1.7
A-	80-84	3.7	D+	57-59	1.3
B+	77-79	3.3	D	54-56	1
B	74-76	3	D-	50-53	0.7
B-	70-73	2.7	F	49 and below	0
C+	67-69	2.3			