



أنترناشونال ستار شيننج مدرسة

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

Quality Assurance	
Date of Publishing	08-02-2025
Review date	
Policy Type	Teaching and Learning
Circulation	
Date of Authorisation	
Authorised by	
Authored by	Suhail Rashim



Table of contents

1. Purpose & Objective
2. Scope
3. definitions
4. Policy statement
5. Guiding principles
6. Responsibilities
7. Procedures
8. Compliance & Enforcement
9. Review & revision.
10. References

1. Purpose & Objective

This policy establishes a structured framework to monitor, evaluate, and enhance teaching quality, assessment practices, and overall school performance. It aligns with the ADEK Quality Assurance Policy to ensure continuous school improvement, student achievement, and compliance with CBSE guidelines.

The objective of this policy is to ensure high standards of teaching, learning, and student assessment through a structured, data-driven approach for continuous school improvement. It aims to implement rigorous self-evaluation and internal inspections, develop and execute an evidence-based School Development Plan (SDP), and align internal assessments with ADEK's UAE Inspection Framework and CBSE requirements. By fostering a culture of excellence, the policy ensures compliance with regulatory guidelines, enhances student achievement, and drives overall school performance through strategic planning and targeted interventions.

2. Scope

The scope of this policy encompasses all aspects of teaching quality, student assessment, school self-evaluation, and continuous improvement in alignment with ADEK's Quality Assurance Policy and CBSE standards. It applies to teachers, school leadership, assessment coordinators, and stakeholders, ensuring the implementation of effective assessment strategies, data-driven decision-making, professional development, and compliance with ADEK inspection requirements. The policy also guides the development of the School Development Plan (SDP), fostering a culture of academic excellence, transparency, and ongoing school improvement.

3. Definitions

- **Accreditation:** A quality assurance process in which a school is evaluated by an external body to ensure compliance with CBSE, ADEK, and international standards.
- **Assessment:** The process of evaluating student learning, progress, and achievement through formative (ongoing) and summative (final) assessments.
- **ADEK Inspections:** Regular evaluations conducted by the Department of Education and Knowledge (ADEK) to assess school performance based on the UAE Inspection Framework.

- **Continuous Professional Development (CPD):** Training programs designed to enhance teachers' skills, subject knowledge, and assessment strategies, with a minimum requirement of 75 hours annually as per ADEK policy.
- **Curriculum Alignment:** Ensuring that the teaching content, assessments, and instructional methods align with CBSE learning objectives and ADEK guidelines.
- **Formative Assessment:** Ongoing assessments, such as quizzes, projects, and class activities, used to monitor student learning and provide feedback for improvement.
- **School Development Plan (SDP):** A strategic improvement plan outlining school priorities, assessment goals, and action steps based on ADEK inspection findings and self-evaluation results.
- **School Self-Evaluation (SSE):** An internal process in which the school reviews its teaching quality, student outcomes, and operational effectiveness, ensuring continuous improvement.
- **SMART Targets:** Goals that are Specific, Measurable, Achievable, Relevant, and Time-bound, used in school planning and student performance tracking.
- **Summative Assessment:** Formal assessments such as term exams and board exams, used to measure overall student performance at the end of an academic period.

4. Policy Statement

At Shining Star International School, we are committed to maintaining the highest standards of teaching, learning, and assessment in alignment with ADEK's Quality Assurance Policy and CBSE guidelines. Our goal is to ensure continuous improvement in student outcomes, curriculum delivery, and overall school performance through a structured and evidence-based approach to self-evaluation, assessment coordination, and professional development.

We uphold a data-driven, student-centered approach to education, fostering an environment where assessment integrity, instructional excellence, and stakeholder engagement are prioritized. All staff members are expected to adhere to this policy by implementing rigorous quality assurance mechanisms, engaging in professional development, and actively contributing to school improvement initiatives.

The School Leadership Team (SLT) and the Assistant Assessment Coordinator will ensure compliance, transparency, and accountability in all assessment processes while promoting a culture of excellence, innovation, and inclusivity within our educational framework.

This policy will be monitored, reviewed, and updated regularly to align with ADEK regulations, CBSE assessment standards, and global best practices in education.

5. Guiding principles

Student-Centered Learning

- ✓ Prioritize student development through engaging, inclusive, and differentiated learning approaches.
- ✓ Foster critical thinking, creativity, and problem-solving skills in line with 21st-century learning competencies.

Continuous Improvement & Excellence

- ✓ Maintain a culture of continuous self-evaluation and reflection.
- ✓ Use data-driven insights to enhance teaching methodologies, student performance, and curriculum design.

Equity & Inclusion

- ✓ Provide equal learning opportunities for all students, including students of determination, gifted learners, and multilingual students.

- ✓ Ensure fair and unbiased assessment practices that cater to diverse learning needs.
- ✚ **Evidence-Based Decision Making**
 - ✓ Implement SMART targets (Specific, Measurable, Achievable, Relevant, Time-bound) for quality assurance.
 - ✓ Utilize quantitative and qualitative data from assessments, student performance reports, and ADEK inspections to inform strategies.
- ✚ **Accountability & Transparency**
 - ✓ Maintain high ethical standards in assessment and evaluation procedures.
 - ✓ Ensure open communication with students, parents, teachers, and ADEK inspectors regarding school performance and improvement plans.
- ✚ **Alignment with ADEK & CBSE Standards**
 - ✓ Adhere to the UAE Inspection Framework, ADEK school policies, and CBSE curriculum standards.
 - ✓ Align internal assessments with international benchmarks and best practices in education quality assurance.
- ✚ **Collaboration & Stakeholder Engagement**
 - ✓ Foster a strong partnership between school leadership, teachers, students, parents, and external educational bodies.
 - ✓ Encourage teacher professional development (CPD) and collaborative curriculum planning to enhance instructional quality.
- ✚ **Innovation & Future Readiness**
 - ✓ Integrate technology-driven assessment tools and innovative pedagogical strategies to enhance learning outcomes.
 - ✓ Equip students with skills for future academic and professional success, contributing to the UAE's national education vision.
- ✚ **Compliance & Ethical Standards**
 - ✓ Ensure full compliance with ADEK regulations, school inspection requirements, and quality assurance frameworks.
 - ✓ Promote integrity, confidentiality, and fairness in all academic evaluations and assessments.
- ✚ **Sustainability & Well-being**
 - ✓ Incorporate sustainable practices in school operations and promote student well-being, mental health, and holistic development.
 - ✓ Develop school policies that support staff well-being, workload management, and professional growth.

6. Responsibilities

1. School Leadership Team (SLT)

- Ensure the implementation and monitoring of the Quality Assurance Policy.
- Oversee the development and execution of the School Development Plan (SDP).
- Facilitate self-evaluation (SSE) and internal inspections in alignment with ADEK requirements.
- Ensure compliance with ADEK, CBSE, and MoE regulations.
- Review and act on ADEK inspection reports and recommendations.

2. Head of Departments (HODs)

- Oversee the quality of teaching, learning, and assessments within their department.
- Ensure curriculum alignment and assessment consistency as per CBSE and ADEK standards.
- Support teachers in implementing effective assessment strategies.

- Analyze departmental student performance data and recommend improvement strategies.
- Facilitate internal moderation and standardization of assessments.
- Organize CPD training sessions for subject teachers.
- Provide feedback to the Assessment Coordinator and SLT regarding assessment effectiveness.

3. Assessment Coordinator

- Develop and implement comprehensive assessment policies and strategies.
- Monitor student performance data and generate reports to inform academic decisions.
- Oversee the planning, administration, and moderation of assessments and examinations in compliance with CBSE and ADEK standards.
- Ensure the security, fairness, and validity of internal and external assessments.
- Train teachers on effective assessment techniques and data analysis.
- Collaborate with the School Leadership Team (SLT) and Subject Coordinators to improve assessment quality.
- Maintain and manage assessment records and documentation for internal audits and ADEK inspections.

4. Teachers & Subject Coordinators

- Deliver high-quality teaching and assessment in accordance with CBSE and ADEK frameworks.
- Implement differentiated assessment techniques to cater to diverse learning needs.
- Provide regular feedback to students based on assessment results.
- Participate in professional development (CPD) programs for continuous improvement.
- Maintain assessment records and documentation for quality assurance.

5. School Development Committee

- Develop and review the School Development Plan (SDP) based on self-evaluation and ADEK recommendations.
- Set SMART targets for academic growth and improvement.
- Oversee the implementation of strategic goals for school quality enhancement.
- Ensure that stakeholder feedback (teachers, students, and parents) is considered in decision-making.

6. Assessment & Quality Assurance Team

- Conduct regular internal audits and evaluations of assessments and teaching quality.
- Ensure alignment of teaching, learning, and assessment practices with ADEK's UAE Inspection Framework.
- Review and validate student performance reports and progress tracking.
- Maintain **b** for accreditation and inspection readiness.

7. Students

- Actively participate in assessments and feedback processes.
- Take responsibility for their own learning and academic progress.
- Adhere to academic integrity policies and maintain ethical conduct in assessments.

8. Parents & Guardians

- Support students in their learning and assessment preparation.
- Provide constructive feedback through surveys and meetings.
- Engage with the school's assessment and quality assurance initiatives.

9. ADEK Inspectors & External Evaluators

- Conduct school inspections, monitoring visits, and follow-through evaluations.
- Provide constructive feedback and recommendations for school improvement.
- Ensure schools comply with UAE education quality standards.

1. Teaching & Learning Quality Assurance

1.1 Lesson Planning & Delivery

- Teachers must submit weekly lesson plans to the Academic Coordinator.
- Plans should align with CBSE curriculum objectives and ADEK standards.
- Lesson observations will be conducted twice per term by the Senior Leadership Team (SLT).

1.2 Classroom Monitoring

- The Assessment Coordinator & HODs will conduct peer observations and learning walks.
- Teachers will receive constructive feedback after observations to improve teaching quality.
- Student engagement and learning progress will be evaluated through random student work reviews.

1.3 Continuous Professional Development (CPD)

- All teachers must complete 75 hours of CPD annually, in line with ADEK policy.
 - CPD workshops will be scheduled **every term** and will focus on:
 - Assessment & data analysis
 - Differentiation strategies
 - Digital tools in learning
 - Attendance records and training impact reports will be submitted to the School Development Committee.
-

2. Assessment & Student Performance Monitoring

2.1 Exam & Assessment Procedures

- Assessments will be designed & moderated in line with CBSE & ADEK standards.
- The Assessment Coordinator will ensure that all exams follow CBSE weightage and guidelines.
 - ✓ **Assessments include:**
 - **Formative** (quizzes, classwork, projects) – conducted weekly
 - **Summative** (unit tests, term exams) – conducted as per school calendar

2.2 Data Collection & Analysis

- Teachers must record student performance in the Learning Management System (LMS) within 48 hours after assessments.
- The Assessment Team will generate a performance report after each major exam.
- Low-achieving students will be identified, and remedial plans will be created.

2.3 Remedial & Enrichment Programs

- Students scoring below 40% will be placed in a remedial program with additional support.
 - High achievers will be provided with enrichment assignments & advanced learning modules.
 - The Assessment Coordinator will track progress and adjust strategies accordingly.
-

3. School Self-Evaluation (SSE) Process

3.1 Data Collection for Self-Evaluation

- The Assessment & Leadership Team will collect data from:
 - Internal assessment records
 - Teacher evaluations
 - Parent & student surveys
- School Self-Evaluation (SSE) will be conducted twice a year before ADEK inspections.

3.2 Reporting & Documentation

- ✓ The SSE report will be submitted via the ADEK SIMS portal when required.
 - ✓ The School Development Plan (SDP) will be revised based on SSE findings.
 - ✓ Key areas for improvement will be documented and monitored by the School Development Committee.
-

4. School Development Plan (SDP) Implementation

4.1 Planning & Review

- The SDP will be reviewed annually to incorporate:
 - ADEK inspection feedback
 - CBSE curriculum updates
 - Internal assessment performance trends
- The SLT & Assessment Coordinator will set SMART targets for improvement.

4.2 Monitoring & Execution

- The School Development Committee will track SDP implementation every term.
 - Adjustments will be made based on student progress and assessment outcomes.
-

5. ADEK Compliance & Inspections

5.1 Inspection Readiness

- The School Principal & Assessment Coordinator will ensure all records are updated in the ADEK SIMS portal.
- Teachers must maintain detailed lesson plans, assessment reports, and student progress data.
- A mock internal audit will be conducted two months before ADEK inspections.

5.2 Post-Inspection Actions

- After an ADEK inspection, the SLT & Assessment Team will:
 - Review inspection findings and update the SDP within 30 days.
 - Implement corrective measures for areas needing improvement.
 - Conduct follow-up training for teachers based on inspection feedback.
-

6. Documentation & Record-Keeping

6.1 Record Maintenance

- All assessment-related documents must be stored digitally and in physical copies.
 - The Assessment Coordinator will ensure compliance with the ADEK Records Policy.
 - ✓ **Key records include:**
 - Student grade reports
 - Exam moderation files
 - Assessment analysis reports
-

7. Review & Continuous Improvement

- This Internal Quality Assurance Policy will be reviewed annually.
- Stakeholder feedback (teachers, students, parents) will be collected for improvements.
- The School Development Committee will ensure all updates align with ADEK & CBSE guidelines.

8. Compliance & Enforcement

1. Compliance Requirements

Shining Star International School is committed to adhering to ADEK's Quality Assurance Policy and CBSE assessment standards. All staff members, including teachers, administrators, and assessment coordinators, must:

- Follow ADEK-mandated assessment and quality assurance procedures.

- Ensure all evaluations, school self-assessments, and inspection preparations are conducted as per ADEK's UAE Inspection Framework.
- Maintain confidentiality and integrity in assessment processes.
- Submit required reports, including School Development Plans (SDP) and School Self-Evaluations (SSE), within ADEK's stipulated deadlines.

2. Monitoring and Enforcement Mechanisms

To ensure compliance, the school will implement the following:

- **Internal Audits & Reviews:** Regular quality checks on assessments, teacher performance, and student evaluations.
- **ADEK Inspections & Follow-through Visits:** Full cooperation with ADEK inspectors during scheduled and unscheduled inspections.
- **Performance Monitoring:** The School Leadership Team (SLT) will oversee compliance, ensuring all assessment practices align with CBSE and ADEK guidelines.
- **Stakeholder Feedback:** Collecting feedback from teachers, students, and parents to ensure adherence to best practices.

3. Consequences of Non-Compliance

Failure to comply with ADEK's Quality Assurance and assessment policies may result in the following actions:

- **Corrective Action Plans (CAPs):** Immediate remedial measures to address gaps.
- **Warning Notices:** Issued by school leadership or ADEK for minor infractions.
- **Suspension of Responsibilities:** Temporary reassignment of duties in case of repeated non-compliance.
- **Official ADEK Sanctions:** Fines, license review, or intervention in severe cases of policy violations.

4. Reporting Violations

- Any instances of non-compliance must be reported to the School Leadership Team for internal resolution.
- If necessary, violations will be escalated to ADEK, as per the ADEK Compliance Policy.

9. Review & revision.

This policy will undergo regular review and revision to ensure continued relevance, effectiveness, and compliance with ADEK and CBSE guidelines.

- The School Leadership Team (SLT) and Assessment Coordinator will conduct an annual policy review.
- Feedback from teachers, students, parents, and ADEK inspection reports will be incorporated into revisions.
- Any updates to ADEK regulations, UAE Inspection Framework, or CBSE assessment policies will be reflected in the revised policy.
- A formal review process will be scheduled at the end of each academic year, with mid-year revisions as needed.
- The revised policy will be approved by the governing body before implementation.

10. References
