



## **Nashville Chinese School: Student Placement Policy and Procedure**

### **Goal:**

At the end of or throughout academic year, it is important to evaluate student's academic level of Chinese language so the student is placed in the appropriate level and track of language class.

### **Policy:**

1. Timing: at the end of academic year/throughout academic year if deems necessary.
2. Initiators: language teachers, language coordinators, parents or students.
3. Frequency:
  - a. At least once at the end of each academic year for all students
  - b. Special case if requested by initiator (mentioned above).
4. Format:
  - a. All students at the end of academic year: included as placement recommendation in the final comment section of student file report filed by the current language teacher of the student.
  - b. Special case requested: throughout the academic year, a student placement request form (attached in appendix) filled and submitted to language coordinator, who will start the process then.
5. Procedures (special case only):
  - a. To be initiated by language teacher, language coordinator, parent or student.
  - b. To submit the filled Student Assessment Form to language coordinator.
  - c. Student assessment: possible tools/format in order of
    - i. Discussion between language teachers;
    - ii. Student's performance reference: past examination paper and result, class standing, learning attitude, via teachers' class observation or student interview at NCS etc.
    - iii. Student's Chinese learning environment – family, access to resources, time allocation between regular and Chinese schools, etc.

- iv. Other possible sources on student's ability, capability, class social interaction at NCS and Chinese language standing, etc.
  - d. After the request form with student assessment material adequately collected, a NCS internal meeting among the language teachers with the language coordinator will be held to examine all materials and come up with a final recommendation on placement to the Principal.
  - e. Final decision: The Principal, based on the materials and recommendation, makes the final decision and will authorize the language coordinator to notify the parent, the student and the teachers.
  - f. All the above will be filed at NCS.
6. Appeal
- a. In case of appeal against the placement decision, the language coordinator will meet with all parties involved (this time parent/student are included if parent/student is the party who appeals) allowing a chance for new supporting materials or discussion.
  - b. The coordinator will turn in the summary of the appeal and result to the Principal.
  - c. The Principal resolves the appeal. The decision is then final.

## Appendix



NCS Student  
Placement Request Form



Assessment  
學習評量 V12032013

**The End**



## 大納城中文學校 - 學生編班政策與程序

### 目標:

在學年末或學年中，學生的學習評量是重要的，評估可以讓學生得到適當水平班級的安排。

### 政策:

1. 時序：在整個學年結束，或如果認為有必要的時候。
2. 發起人：語文老師，語文教務，家長或學生。
3. 頻率：
  - a. 所有學生至少一次於每學年結束時。
  - b. 特殊情況下，如果請求（上述）。
4. 格式：
  - a. 在學年結束：包含在學生檔案報告中，現時班級老師的編班建議。
  - b. 特殊情況要求：在整個學年間，填寫學生編班申請表（見附錄）並提交語文教務，即可啟動評估過程。
5. 程序（只適用特殊情況）：
  - a. 語文老師，語文教務，家長或學生可以為發起人。
  - b. 提交學生編班申請表，給語言協調員。
  - c. 以下是學生評價可能的工具/格式（順序）：
    - i. 語文老師之間的討論；
    - ii. 學生的表現參考：過去的試卷和成績，班級排名，學習態度，通過課堂觀察或學生面談等；
    - iii. 學生學習中文的環境 - 家庭，獲取資源機會，英語和中文學校之間的時間分配等。
    - iv. 其他因素：學生的能力，在中文學校的社交和中國語文的水平等。
  - d. 在申請表，評估材料充分收集後，語文教務，語文教師將舉行內部會議，審查所有材料和討論，最後給校長建議。
  - e. 最後決定：校長，根據材料和建議，作出最終決定，將授權語文教務通知家長，學生和教師。
  - f. 上述所有文件將被存檔。
6. 上訴
  - a. 若對決定上訴，語文教務將與有關各方會議（如果家長/學生是上訴一方，這時候家長/學生都包括在內），允許新的證明材料及重新討論。
  - b. 語文教務會交上上訴的總結和結果給校長。

c. 校長解決上訴。作出最終的決定。

附錄



NCS Student  
Placement Request Form



Assessment  
學習評量 V12032013

完