



# **Guide to Student Assessment and Achievement 2022-2023**

Grades 9-12

Grande Cache Community High School

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## Guide to Student Assessment and Achievement 2022 - 2023

In Grande Yellowhead Public School Division, we recognize that successful student learning<sup>1</sup>relies on a partnership between students, teachers, parents/guardians, and school administration. We believe that regular communication between all of these partners is an essential component of student assessment.

This guide will help you understand:

- responsibilities of teachers, students, parents/guardians, and school administration;
- how and when we will tell you about your child's progress and learning;
- how we assign grades/marks to your child;
- how your child is assessed; and
- steps we take if your child's work is missing or not finished.

### What is assessment?

In this guide, we use the terms assessment and evaluation to describe what students have learned, and how well they have learned it. Assessment and evaluation aren't just about tests and grades.

Student assessment is ongoing and cumulative. Teachers gather information about what students know and can demonstrate based on the Alberta Program of Studies (curriculum) and, when applicable, the Individual Support Plan (ISP). Marks are only earned through assessment of learning outcomes achieved in assignments, activities, projects, portfolios, performances and tests.

Teachers won't use your child's attendance, behaviour, effort, attitude, homework completion, or work habits to decide on their grades/marks, unless it is included in the Alberta Program of Studies for a specific subject.

To determine a student's current level of achievement in relation to curriculum, teachers use a variety of tools. Conversations, observations and student work are just some of the ways teachers discover students' strengths and where they might need extra help. This helps teachers shape their lesson plans and guide how they will explain a concept, to help every student meet their learning goals.

The activities also help inform the teacher's understanding so that they may assign each student a grade, course, or level of programming. All of this allows teachers to give you a clear and accurate picture of your child's progress in school.

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<sup>1</sup> Updated August 26/2022

## Supporting Student Success

As a parent or guardian, you are your child's first teacher. We know that understanding how your child is doing in school is important to you. This guide will help you understand student assessment in your child's school. If you have any questions, contact the school or make an appointment to see your child's teacher or principal.

**You can support your child's learning** (Education Act, Section 32) **by:**

- working in partnership with school staff;
- providing a quiet place for your child to study at home;
- keeping current with your child's progress online through the PowerSchool Portal.
- staying informed and keeping in touch with school staff. This includes reading newsletters and other school materials; and
- participating in parent-teacher conferences.

**Teachers will help your child succeed** (Education Act, Section 196) **by:**

- providing many opportunities and different ways for students to show what they know;
- giving students who've missed important assessments and activities the chance to complete the work, as specified in the course outline;
- providing a course outline for all courses that clearly explains what's expected of students and how student work will be graded/marked;
- keeping detailed, accurate notes describing your child's successes and challenges;
- communicating with you regularly about your child's progress and achievement; and
- providing opportunities for you to be involved in your child's learning.

**Students have a responsibility for their own learning** (Education Act, Section 31) **and are expected to:**

- come to school every day and on time;
- finish their assignments, projects and tasks to the best of their ability;
- participate in activities to celebrate learning;
- demonstrate that they are learning; and
- take advantage of chances offered to revise or redo assignments or tests so they can show growth in their knowledge and skills.

## Reporting Progress

### Reporting Periods

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Add additional terms if required.

Term One: September 6, 2022- January 27, 2023

Term Two: February 1, 2023- June 27, 2023

Final mark: June 2023\* The date will shift based on diploma, CTS and school-based marks.

## **Formal Reports Issued**

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Report cards will be issued to families at the end of each semester.

If a student has an ISP, it will be included as part of the formal report. Paper copies will be made available upon request.

Families are encouraged to check PowerTeacher Pro/PowerSchool regularly to monitor their child's progress and consult with the teacher(s) if there are any concerns.

If necessary, or upon request, interim progress reports will be forwarded to parents in October-December. When new classes commence in the second semester, an interim progress report may be forwarded to parents in March.

## **Conferences**

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Parent communication is important and parents/guardians are always welcome to contact their child's teacher at any time during the school year to discuss their child's progress. Each school will provide a minimum of two separate opportunities per year for their parents/guardians to meet with teachers to discuss student achievement and progress. The intention of these conferences are to celebrate growth in learning and set future goals.

Parent Teacher Interviews: November 7-8, 2022\*

Student Learning Conferences: March 21-22, 2023\*

These are tentative dates that may change based on programming needs. Communication will be sent home outlining how families can book appointments with their child's teachers.

## **Individualized Support Plan**

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For students who need specialized services and supports, the ISP is a working document that is developed within the first two months of the school year. The ISP is a record of specific goals for a child. It provides information about accommodations and strategies a child is using to succeed. It is reviewed a minimum of three times per year. The student and the parent/guardian are expected to provide input into the ISP.

ISP co-planning conferences will take place three times a year.

The deadline for initial signed, completed ISPs is October 30. The Learning Support Teacher (LST) will prepare the plans with the input of teachers and arrange parent/guardian meetings.

## **English Language Learners**

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For students learning English, the ESL Proficiency Benchmarks are used to measure a student's English abilities in four areas: listening, speaking, reading and writing. Teachers use this tool to help them plan lessons and communicate with you about your child's progress in learning English.

In addition to student progress reports and/or conferences, teachers may share the student's ESL Proficiency Benchmark. Teachers will inform parents/guardians of goals, accommodations or supports provided to students which may be associated with the ESL Proficiency Benchmark.

## **Grades/Levels of Achievement/Marks and Codes**

To decide on your child's grade/mark at the end of a reporting period, teachers use evidence of what your child has learned and their professional judgment.

When percentages are used, 47.5 and up will be rounded to 50 as a final grade only.

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## **How We Determine Student Grades/Marks**

### **Course Outlines**

Teachers will provide a course outline to all students and parents/guardians by September 15th. For the high school semester two outlines will be provided by February 17th. This will highlight the topics and units that students will be learning and explain how student grades are determined for the course. Please contact your child's teacher(s) if you do not receive one.

### **Missing or Incomplete Student Work**

To complete any missing assignments, projects or tests/quizzes, students must make arrangements with their teacher(s).

If an exam is not written or a major assignment not turned in on time the student will be assigned a comment of NHI (not handed in) or INC (incomplete) until the student resolves the issue with their teacher(s).

If your child is away from school for an extended period of time, please contact their teacher/administrator. As partners in your child's learning, we can work together to design a plan that best meets your child's needs including homework, alternative assignments or other strategies that will support them through their course.

### **Zero Policy**

Students are expected to take ownership of their own learning. If they fail to complete a daily task or assignment, they must talk to their teacher about catching up on the assignment. Teachers are to provide every opportunity for students to satisfactorily complete their work. If students do not take the opportunity to complete the assignment, they may receive a zero.

The teacher will make all reasonable efforts to assist students in writing missed exams and handing in all late assignments but if these efforts to assist students are not successful then a reluctant zero will be given.

### **Academic Integrity**

Cheating is not acceptable. This includes plagiarism (copying someone else's work and passing it off as your own), copying, taking work from a source without citing the source (including

electronic sources), stealing tests or assignments and getting answers for a test or assignment in advance. Cheating also includes giving answers or work to others to claim as their own. Students who plagiarize will be subject to disciplinary action.

## **Grades/Marks Appeal Process**

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To appeal a mark (assignment, test or final mark), students/parents/guardians are encouraged to talk to the teacher within 5 school days of receiving the grade. If they can't resolve the appeal with the teacher, they should contact the Principal who will make the final decision. The Principal's decision is final.

## **Exams**

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Final exams will be written at the end of each term. Students will be required to stay for a minimum length of time (usually one hour) and will then be dismissed upon completion of the exams. Final exams are cumulative and are weighted at a minimum of 20%, but no more than 30%. Diploma exams are weighted 30%.

### **a) Student Absences from Scheduled Exams**

If a student is absent for a scheduled examination and has not made prior arrangements, then a medical certificate must be presented in order for the student to write the exam. The student should be prepared to write the exam when he/she returns to school. Should a student miss a final exam without prior approval of the teacher and principal, then a doctor's note must be produced or the exam will be assigned a mark of incomplete.

### **b) Appeal Procedures for Diploma Examination Marks**

Students who are dissatisfied with a Grade 12 diploma examination mark may

- Request in writing to the Director of the Student Evaluation Branch that the examination be rescored (The rescored mark is considered the final mark for that particular examination whether the mark is lowered or raised.), or
- Rewrite the examination at a later administration date. Students rewriting a diploma exam will be charged a fee of \$26.75 by Alberta Education before their marks will be released (Students rewriting the diploma examination will receive the highest diploma examination mark).

### **c) Repeating a Course (For Grade 12 Diploma Courses)**

Students may repeat a course to obtain a new school awarded mark. Students are not required to rewrite the diploma examination. In such cases, the most recent examination mark will be reported with the new school awarded mark on a new result statement. The official transcript reports only the highest school mark, the highest diploma examination

mark. Therefore, the marks shown on the result statement may differ from those shown on the official transcript.

## **Provincial Achievement Tests (PATs)**

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Provincial Achievement Tests (PATs) measure how well students are learning what they are expected to learn. Results are shared publicly to show how Alberta students are doing, compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning.

Students in Grades 6 and 9 in English and French Language Arts, Math, Science and Social Studies write PATs.

The 2022-2023 administration dates for Grade 9 PATs are:

January 24 Start: 9:00 am Social Studies\*

January 25 Start: 9:00 am Science\*

\* January exam dates will only apply to students taking the above courses during semester one.

May 16 9:00 am English Language Arts and K&E Part A

June 19 9:00 am English Language Arts and K&E Part B

June 20 9:00 am Social Studies

June 22 9:00 am Math Part A and B

June 23 9:00 am Science

No tests are to be scheduled on June 21, National Indigenous Peoples Day. Please note these dates do not reflect grade six or french immersion dates that are not offered at our school.

While PATs are an important part of determining student growth and achievement, they address only those learning outcomes that can be readily assessed by a paper-and-pencil test. The clearest picture of students' growth and development is gained when a wide variety of assessment information is considered. The achievement tests provide part of the picture.

**How do PAT scores affect student marks?** The PAT score will be reflected in PowerSchool and account for 20% of the student's final evaluation. Their course evaluation (as specified in each class's course outline) will make up the remaining 80%.

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## Grade 12 Diploma Exams Program

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The Grade 12 Diploma Exams Program

- certifies the level of individual student achievement in selected Grade 12 courses
- helps maintain province-wide standards of achievement
- reports individual and group results

For all 30-level diploma courses, the school mark will be weighted at 70% of the total mark, and the diploma exam mark will be weighted at 30% of the total mark. To pass a diploma course, a student must earn a final 'blended' mark of at least 50%.

Students who completed a diploma exam course during the 2021/22 school year and are now retaking the course or rewriting the diploma exam may be eligible for the 10% temporary weighting of diploma exams that was used in the 2021/2022 school year. If the 10% weighting would be more beneficial for the student, then that weighting will be applied.

More information about the Diploma Exam Program is available online through Alberta Education.

The 2022/2023 Diploma Exam administration dates are:

January 12 9:00 am English Language Arts 30–1& 30-2 Part A  
January 13 9:00 am Social Studies 30–1& 30-2 Part A  
January 19 9:00 am Mathematics 30–1 & Mathematics 30–2  
January 20 9:00 am English Language Arts 30–1& 30–2 Part B  
January 23 9: 00 am Social Studies 30–1 & 30-2 Part B  
January 24 9:00 am Biology 30  
January 25 9:00 am Chemistry 30  
January 26 9:00 am Physics 30  
January 27 9:00 am Science 30

\* January exam dates will only apply to students taking the above courses during semester one.

June 12 9:00 am English Language Arts 30–1& 30-2 Part A  
June 13 9:00 am Social Studies 30–1& 30-2 Part A  
June 16 9:00 am Mathematics 30–1 & Mathematics 30–2  
June 19 9:00 am English Language Arts 30–1& 30–2 Part B  
June 20 9: 00 am Social Studies 30–1 & 30-2 Part B  
June 22 9:00 am Biology 30  
June 23 9:00 am Chemistry 30  
June 26 9:00 am Physics 30  
June 27 9:00 am Science 30

June 21, 2023 is National Indigenous Peoples Day—no diploma exams are scheduled.