



EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: Feb. 8, 2012 Responsible Administrator: Chief Deputy Superintendent

1.0 RATIONALE

The Board believes that fair and just practices for assessment, evaluation and reporting of student achievement form an essential component of a quality educational system.

The Board believes in the importance of reporting to parents/guardians the assessment and evaluation criteria as well as student achievement information.

2.0 PROCESS

The Chief Deputy Superintendent will be responsible to maintain this administrative practice.

3.0 GUIDELINES

3.1 The following terms for the use of this administrative practice and the interpretation of related documentation and actions are defined as:

3.1.1 “Fair” means free from bias or dishonesty, and “fairness” is concerned with addressing the student as an individual.

3.1.2 “Just” means deserved, and “justice” is concerned with assessing groups of students equitably, in accordance with standards or requirements.

3.1.3 “Assessment” refers to the process of collecting, interpreting, and communicating information about a student’s progress in relation to the learning outcomes.

3.1.3.1 “Formative assessment” or “assessment for learning” refers to assessments that take place during instruction and learning to:

3.1.3.1.1 inform students, on an ongoing basis, about their progress towards achieving the intended learning outcome,

3.1.3.1.2 identify the gains and difficulties students are experiencing in what they are being asked to learn or perform,

3.1.3.1.3 provide specific, descriptive and meaningful feedback,

References: *Board Policy: D/I/6 Appeals*
F/III/4 Student Evaluation Policy



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- 3.9 Using the electronic reporting system mandated by the Division, updating of student progress towards achievement of learning outcomes shall be undertaken by teachers on a regular basis as directed by the Superintendent and communicated through the Superintendent's Administrator Council.

- 3.10 Student achievement shall be reported in writing to students and parents/guardians on a schedule approved as part of the school's annual program planning by the Principal.

- 3.11 A schedule of parent-teacher interviews shall be approved as part of the school's annual program planning by the Principal and be complemented by additional home contact as needed to support student growth and achievement.

- 3.12 The Principal shall develop and apprise students and parents/guardians of an appropriate school appeal policy for when a student or parent/guardian requests a review of a final achievement mark in a course.

References: *Board Policy: D/I/6 Appeals*
 F/III/4 Student Evaluation Policy