

Date: June 18, 2025 **Agenda Item:** 8.9

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Subject: **Administrative Procedure 810: Protocol for Reporting Provincial Achievement & Diploma Examination Results**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 810 has been reviewed to ensure continued alignment with Alberta Education expectations for public reporting. The procedure outlines the responsibility of school principals to share student achievement data on Provincial Achievement Tests and Diploma Examinations, and to report on trends and targets in support of transparency and continuous improvement.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (4) Leading Learning
INDICATORS: g. ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(b) be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes,

Accountability of board

67(1) A board shall develop and implement a reporting and accountability system on any matter the Minister prescribes.

(2) A board shall disseminate any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) to students, parents, electors or the Minister in the manner the Minister prescribes.

(3) A board shall use any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) in the manner the Minister prescribes.

[Policy 225: Role of the Board](#)

Assurance and Accountability

The Board shall be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the June 18, 2025, Public Board meeting.

Attachment(s):

1. Administrative Procedure 810: Protocol for Reporting Provincial Achievement & Diploma Examination Results

Administrative Procedure 810

Protocol for Reporting Provincial Achievement & Diploma Examination Results

Responsible Administrator: ~~Deputy Associate~~ Superintendent Education Services

PURPOSE

Sturgeon Public Schools believes that schools should report on an annual basis to its public results on Provincial Achievement Tests and Provincial Diploma Examinations.

PROCESS

The ~~Deputy Associate~~ Superintendent Education Services will be responsible for administering this Administrative Procedure.

PROCEDURE

1. Principals shall report to their public in the following areas:
 - 1.1 Results for the Acceptable Standard and the Standard of Excellence on Provincial Achievement Tests and Diploma Examinations for all students enrolled in the grade level or course.
 - 1.2 ~~When available from Alberta Education~~, Five Year Analysis of Provincial Achievement Test and Diploma Examination results.
 - 1.3 Achievement of School and Division Targets as outlined in the Three-Year Education Plan.
 - 1.4 School and Division Planning documents shall be implemented to address areas of need.
2. Principals shall report to their public in accordance with guidelines established by Alberta Education.

References:

Board Policy: 245 Appeals Regarding Student Matters

Admin Procedure: 805 Assessment, Evaluation and Reporting of Student Achievement

Education Act: Section 67

Guide to Education

History

2020 Jan 29 Initial Approval

2021 May 20 Amended