



Your Future **in MIND**

# Guide to Reporting Student Achievement

## 2018-2019

*Kindergarten - Grade 12*

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### Andrew School

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## About This Guide

We believe every student can learn and experience success. One of the ways we help students learn and succeed is to carefully evaluate their achievement and growth, and to share that information with parents and guardians.

### **This guide will help parents and guardians understand:**

- assessment;
- the responsibilities of students, staff, and parents and guardians;
- how and when achievement information will be communicated or reported;
- how marks and grades are determined; and
- the steps taken when summative assessments are missing or incomplete.

Parents and guardians are the key influences in a child's life. Understanding how a child is achieving in school and how to support that achievement is integral to success in school. Parents and guardians are encouraged to read this guide and contact our school's administration with any questions or if further information is required.

## What Is Assessment?

Assessment is the process of collecting and communicating information about student achievement. In essence, assessment informs students, teachers, and parents about what students have learned and how well they have learned it. Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include conversations, observations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength, and the areas in which students may need more time or practice. All of these opportunities allow teachers to give parents and guardians a clear and accurate picture of student achievement and growth.

Assessment is based on the knowledge and skill areas outlined in the Alberta Programs of Study or a student's Instructional Support Plan (ISP). Teachers do not use a child's behaviour, effort, or work habits to determine grades or marks unless otherwise stated in the Alberta Programs of Study.

# Supporting Student Achievement and Success

In alignment with the [School Act](#), students, teachers, parents, and guardians all have roles to play in supporting and helping students experience success in school.

## **Students have a responsibility for their own learning and are expected to:**

- attend school every day and be on time;
- complete assignments, projects, and tasks to the best of their ability;
- participate in activities that celebrate learning;
- consistently demonstrate their learning; and
- take advantage of opportunities to revise or redo assessments to demonstrate their learning.

## **Teachers will help students succeed by:**

- providing appropriate programming for each student;
- clearly explaining what is expected of each student and how student work will be assessed and reported;
- ensuring students have multiple opportunities and ways to demonstrate their learning;
- giving students the opportunity to redo/complete missed assessments and activities;
- keeping detailed, accurate information describing student successes and challenges;
- providing timely and ongoing communication with parents/guardians, students, and school administration.

## **Parents and guardians can support a student's learning by:**

- working in partnership with school staff;
- providing time and a place for children to practice and complete assigned work at home;
- ensuring regular school attendance;
- staying informed about school events and keeping in touch with school staff;
- regularly accessing student assessment information via PowerSchool; and
- attending Parent-Teacher-Student conferences/interviews.

# Instructional Support Plan (ISP)

Elk Island Public Schools (EIPS) is using the Instructional Support Plan to support programming for students with diverse learning needs. An ISP may be created for students with identified learning needs in Early Childhood Services (ECS) to grade 12. The ISP process aligns with Alberta Education initiatives and supports the success of each and every student.

Parents and/or guardians of students recommended to have an ISP to support his/her learning during the 2016/2017 school year will be contacted by the school in September or early October.

## Features of EIPS' new ISP that help make a student's programming more effective include:

- ways in which a student likes to learn which allows teachers to focus on a student's strengths and interests.
- class-wide and more student-specific strategies that increase learning opportunities for all students.
- an online format making the creation, updating, and communication of ISPs more efficient with a plan is for the ISP to become available online to parents in the future.
- scheduled meetings with parents during the course of the year during which ISP goals and student progress is shared and discussed.

## Course Outlines

Information about the Alberta Curriculum can be accessed from Alberta Education's, [My Child's Learning - A Parent Resource](#). Further specific details about course content can be provided by the classroom teacher.

## Determining Report Card Grades

Teachers consider multiple sources of evidence and use professional judgment to determine the report card grade.

## Formative Assessments

Throughout the year, students will be given opportunities to participate in or work on many activities which will help them improve their knowledge and skills. These practice assignments, projects, or other activities demonstrate to teachers the areas in which students need more practice and where students can improve. These are called *formative* assessments. Teachers use formative feedback to help guide their instructional plans and to offer students more ways in which they can demonstrate their learning.

## Summative Assessments

Summative assessments provide students with formal chances to “show what they know”. Using professional judgment, teachers consider summative assessments, observations, and conversations with students in determining report card grades.

***Final summative assessments in secondary core subjects provide students with the opportunity to demonstrate their learning at the end of a course. In exceptional circumstances alternative final summative assessment arrangements may be made in consultation with school administration.***

## Missing, Incomplete, or Resubmitted Student Work

As outlined in Administrative Policy 360, principals work with their teachers to ensure:

- A. teachers collect reliable and valid evidence that supports their judgment about students' achievement. Teachers may choose to exclude assessments that are inconsistent with the teacher's professional judgment;
- B. students are offered opportunities to redo and resubmit summative assessments;
- C. communication plans for reporting student achievement and growth to parents/guardians/students are developed and aligned with school-wide assessment and intervention plans;
- D. students have been given multiple opportunities and ways to demonstrate learning;
- E. teachers engage in ongoing, timely communication with parents/guardians/students and the principal regarding missing or incomplete work;
- F. follow up has occurred to determine the reason why a summative assessment (assignment, test, project, etc.) is missing or incomplete, and that opportunities are provided for the student to resubmit and/or fulfill the requirements of the summative assessment (assignment, test, project, etc.);
- G. once the student has been given opportunities to resubmit summative assessments, but does not submit missing or incomplete summative assessments, the student and parents/guardians are informed and the teacher, in consultation the student and student's parents/guardians will determine a plan to hold the student accountable and/or plan for further learning;
- H. the teacher, in consultation with the principal, uses professional judgment to determine the impact of the missing or incomplete assignments on the student's grade;
- I. that provided the preceding have been followed, the teacher may assign the student a mark of zero for that missed summative assessment item (assignment, test, project, etc.).

Andrew schools' rewrite, redo, and resubmission procedures provide students with an additional opportunity to demonstrate evidence of their learning in a timely manner.

**Step 1:** Within a reasonable amount of time, the student will approach the teacher and ask for a rewrite. The student will be given a rewrite/redo request for on which they will prove they have taken action to improve their learning on the outcome(s). At that time your child and the teacher will establish a contract for the completion of the rewrite, redo, missing or incomplete work which will include a reasonable deadline for completion (i.e. two weeks after original assessment). The teacher will provide tutorial time during FLEX. It is the student's responsibility to come for support during this allotted time.

**Step 2:** Teacher will **attempt** to contact parents to notify them of the plan for rewrite and explaining missing assignments, etc.

**Step 3:** Your child's teacher will seek intervention from the school administration to assist your child with successful completion of the redo, rewrite, missing or incomplete work.

## **Assessment in Kindergarten**

Teachers collect varied assessment evidence throughout the year by observing children in action, by discussing children's learning with them and by examining children's products. Teachers create records of assessment evidence in a variety of forms, including notes, checklists, rating scales, photos and videos. As well, teachers may retain direct evidence in the form of samples of children's work and digital copies.

Teachers will communicate children's progress to parents throughout the year in a variety of ways. One final report card will be issued at the end of the school year.

## Kindergarten to Grade 6 “Communicating Student Learning” Achievement Scales

Achievement Level	At this time the learner is:
<b>5</b>	<ul style="list-style-type: none"> <li>● Excelling in learning expectations</li> <li>● Applying concepts in new or unique learning situations</li> <li>● Independently using skills and strategies</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>● Meeting learning expectations</li> <li>● Applying concepts in new learning situations</li> <li>● With minimal support, using skills and strategies</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>● Meeting learning expectations</li> <li>● Applying concepts when rehearsed and highly structured</li> <li>● With high level of support, using skills and strategies</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>● Approaching learning expectations</li> <li>● Applying concepts when rehearsed and highly structured</li> <li>● With high levels of support, using skills and strategies</li> </ul>
<b>1</b>	<ul style="list-style-type: none"> <li>● Below learning expectations</li> <li>● Having difficulty applying concepts even when rehearsed and highly structured</li> <li>● Despite high levels of support, is having difficulty using skills and strategies.</li> </ul>
<b>U</b>	Unable to Assess <ul style="list-style-type: none"> <li>● Personalized comment to explain the student couldn't be assessed (ISP, vacation, illness, other circumstances, key assessments incomplete or missing)</li> </ul>
<b>ISP</b>	Instructional Support Plan <ul style="list-style-type: none"> <li>● Student is on an Instructional Support Plan and may have achievement reported in an alternative format</li> </ul>

## Kindergarten to Grade 6 Learner Attribute Scale



<b>1</b> <b>high levels of support</b> <b>required</b>  <i>"inconsistently"</i>	<b>2</b> <b>reasonable support</b> <b>required</b>  <i>"with prompting"</i>	<b>3</b> <b>little support</b> <b>required</b>  <i>"...often..."</i>	<b>4</b> <b>independently</b>  <i>"...consistently..."</i>
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## Junior High Grading Scale

Grades in junior high language arts, math, science and social studies courses will be reported using percentages.

*(Adapted from Alberta programs of study)*

<b>80 - 100%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in an astute and comprehensive way.</li> <li>• Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</li> <li>• Demonstrates an in- depth understanding and degree of skill on summative assessments.</li> <li>• Has assembled an in- depth understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<b>65 - 79%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in a practical and thorough way.</li> <li>• Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</li> <li>• Demonstrates a substantial understanding and degree of skill on summative assessments.</li> <li>• Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<b>50 - 64%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in an appropriate and reasonable way.</li> </ul>



	<ul style="list-style-type: none"> <li>• Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details.</li> <li>• Demonstrates a satisfactory understanding and degree of skill on summative assessments.</li> <li>• Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<b>0 - 49%</b>	<ul style="list-style-type: none"> <li>• Student has demonstrated insufficient performance in relation to learner outcomes.</li> </ul>

### Junior High Complementary Courses Grade Scale

<b>Letter Grade</b>	<b>Description of Achievement Standards</b>
<b>A+</b>	<ul style="list-style-type: none"> <li>• Achievement is highly sophisticated and adept.</li> <li>• Consistent demonstration of a high degree of effectiveness that <i>may</i> surpass provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Achievement is refined and skillful.</li> <li>• Consistent demonstration of a high degree of effectiveness in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Achievement is competent and methodical.</li> <li>• Consistent demonstration of considerable effectiveness in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Achievement is marginally adequate.</li> <li>• Effectiveness falters occasionally in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Inconsistently achieves at an acceptable level.</li> <li>• Limited effectiveness or inconsistent performance is demonstrated in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>

<b>I</b>	<ul style="list-style-type: none"> <li>• Description of Achievement Standards</li> </ul>
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## Senior High Grading Scale

All senior high courses will be reported using percentages.

*(Adapted from Alberta programs of study)*

<b>80 - 100%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in an astute and comprehensive way.</li> <li>• Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</li> <li>• Demonstrates an in- depth understanding and degree of skill on summative assessments.</li> <li>• Has assembled an in- depth understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<b>65 - 79%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in a practical and thorough way.</li> <li>• Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</li> <li>• Demonstrates a substantial understanding and degree of skill on summative assessments.</li> <li>• Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<b>50 - 64%</b>	<ul style="list-style-type: none"> <li>• Learning goals are met in an appropriate and reasonable way.</li> <li>• Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details.</li> <li>• Demonstrates a satisfactory understanding and degree of skill on summative assessments.</li> <li>• Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>

<b>0 - 49%</b>	<ul style="list-style-type: none"> <li>The student has demonstrated insufficient performance in relation to learner outcomes. The student will not earn credits and will not fulfill prerequisite requirements for higher level courses.</li> </ul>
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## Academic Integrity

All students are expected to behave ethically. Cheating, plagiarism (copying someone else’s work and passing it off as one’s own), copying, stealing tests or assignments and/or getting answers for a test or assignment in advance are not acceptable. Unethical behavior also includes giving answers or work to others to claim as their own.

If a student is suspected of unethical behavior, school administration will meet with the student and take action in accordance with [Administrative Procedure 350 - Student Conduct](#).

## Reporting Student Achievement

Communication with parents and students about student achievement will be continuous throughout the year. Communication may include: parent-teacher or parent-student-teacher conferences/interviews, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports.

## Reporting Periods

Report cards will be issued:  
 November 23, 2018  
 March 4, 2019  
 June 27, 2018

## Junior High Schools

Marks for assignments will be available on the [Parent Portal](#) in PowerSchool. Calculated grades will be displayed throughout the semester. Parents are urged to click on individual grades to review marks that have been awarded for individual assignments.

## Senior High Schools

A calculated grade will be available one week before first progress reports or conferences, whichever comes first. Marks for assignments will be available on the [Parent Portal](#) in PowerSchool before that date and can be accessed by clicking the double dashes for each subject. After that point, the [Parent Portal](#) will show a cumulative score for the remainder of the semester. CTS and Next Step marks suppression practices will be reflective of their unique assessment landscape.

## **Conferences/Interviews**

There will be three Student/Parent/Teacher Conferences this year. The dates are as follows:

September 12, 2018 4:00 p.m.-7:00 p.m. (Meet the teacher)

October 30, 2018 3:30 p.m. to 7:30 p.m. (Student led conferences prior to report card on November 23, 2018)

March 5, 2019 3:30 p.m. to 7:30 p.m. (Report card issued March 4, 2018)

Please prepare for interviews by checking the student's progress in PowerSchool, requesting a report card or drop in to the school to request a meeting and update.

## **Grades/Marks Appeal Process**

To appeal a grade a student has been given, parents or students are encouraged to contact the classroom teacher. If the appeal cannot be resolved with the teacher, the parent or student shall appeal to the principal who will make and communicate the final decision. A principal's authority to rule on such appeals is set out in the School Act.

## **The Role of External, Large Scale Assessments**

Alberta Education mandates that Student Learning Assessments, Provincial Achievement Tests, and Diploma Exams be administered each school year. Results from these assessments provide school divisions with information about student learning and achievement.

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

[PATs](#) measure how well students demonstrate what they are expected to learn. School and division results are shared publicly to show how Alberta grade six and nine students are doing compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning. Note that if students require accommodations in order to write PATs (scribe, reader, assistive supports), students must have an ISP in place which identifies the use of the accommodation throughout the course of the school year.

For information on PAT dates please consult the calendar on the Andrew School webpage.  
[www.andrewschool.ca](http://www.andrewschool.ca)

Students who are absent for the scheduled PAT writing will write when they return to school, provided the exams have not yet been returned to Alberta Education. After that time students will not be able to write the exams. With the permission of the Superintendent or his/her designate, students may be allowed to write PATs early. Students may, through special arrangement with the teacher, write Final Exams other than PATs outside the official exam schedule.

While PATs are an important part of determining student growth and achievement, they are only one part of the assessment process.

### **According to Alberta Education:**

- The achievement tests address only those learning outcomes that can be readily assessed by a paper-and-pencil or digital 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.

Alberta Education expects schools to report the scores from Grades 6 and 9 PATs.

### **Diploma Examinations**

The Grade 12 [Diploma Examinations](#) Program, established in 1984, has three main purposes:

- to certify the level of individual student achievement in selected Grade 12 courses;
- to ensure that province-wide standards of achievement are maintained; and
- to report individual and group results.

The program has diploma exams in selected Grade 12 courses: Biology 30, Chemistry 30, English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Mathematics 30–1, Mathematics 30–2, Physics 30, Science 30, Social Studies 30–1, and Social Studies 30–2.

For information on Diploma Exam dates please consult the calendar on the Andrew School webpage.  
[www.andrewschool.ca](http://www.andrewschool.ca)

In order for to receive accommodations on diploma exams (scribe, reader, assistive supports), students require an ISP which identifies the use of the accommodation throughout the course of the school year.

To receive a high school diploma, students are required to write at least two diploma exams, either English Language Arts 30–1 or English Language Arts 30–2 and either Social Studies 30–1 or Social Studies 30–2.

Further high school completion requirements are found here: [Alberta High School Completion Requirements](#) (p. 91).

## Three-Year Education Plan/Priorities

### Priority 1: Promote growth and success for all students

#### GOAL 1 EXCELLENT START TO LEARNING

Outcome: More children reach social, intellectual, and physical developmental milestones by Grade 1.

#### GOAL 2 SUCCESS FOR EVERY STUDENT

Outcome: More students achieve a minimum of one year's growth in literacy and numeracy.

Outcome: The achievement gap between First Nations, Métis, and Inuit students and all other students is reduced.

#### GOAL 3 SUCCESS BEYOND HIGH SCHOOL

Outcome: More students are engaged in school, achieve excellence, and are supported in their transition beyond high school.

### Priority 2: Enhance high quality learning and working environments

#### GOAL 1 A FOCUS ON WELLBEING INCLUDING STUDENT CITIZENSHIP AND STAFF ENGAGEMENT

Outcome: Our learning and working environments are welcoming, caring, respectful, and safe.

#### GOAL 2 QUALITY INFRASTRUCTURE FOR ALL

Outcome: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

#### GOAL 3 BUILD CAPACITY

Outcome: All staff have the opportunity and are supported in increasing their professional and leadership capacities.

**GOAL 4** A CULTURE OF EXCELLENCE AND ACCOUNTABILITY

Outcome: The division uses evidenced-based practices to improve student engagement and achievement.

**Priority 3: Enhance public education through effective engagement, partnerships, and communication**

**GOAL 1** PARENTS AS PARTNERS

Outcome: Student learning is supported and enhanced through parent engagement.

**GOAL 2** SUPPORTS AND SERVICES FOR STUDENTS AND FAMILIES

Outcome: Community partnerships support the needs of our students.

**GOAL 3** ENGAGED AND EFFECTIVE GOVERNANCE

Outcome: The division is committed to ongoing advocacy to enhance public education.