



Your Future **in MIND**

# **Guide to Reporting Student Achievement**

**2022-2023**

*Grades 10-12*

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.

## **Supporting Student Achievement and Success**

In alignment with the [Education 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 2022-23 school year will be contacted by the school in September or early October.

### **Features of EIPS' 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 in place 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.

Teachers communicate classroom information (assignments, activities, events, etc.) through Brightspace. Teachers will also utilize email to communicate with parents.

[Brightspace student log-in](#)

[Brightspace parent log-in](#)

### **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.).

Please contact your child’s teacher for more information about rewrites and redos.

## Assessment

### 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>

## **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**

Please visit the school's website and school calendar to learn when report cards will be issued. Report Cards will be available via the Parent Portal on PowerSchool. Parents must set up an account by visiting the [PowerSchool Parent Portal](#) login page.

## **Senior High Schools**

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

## **Conferences/Interviews**

Conferences are an important opportunity to speak with your child's teacher(s). Please visit the school's website and school calendar to learn when conferences will be held and how to book an appointment with your child's teacher(s).

To book a time to speak with a teacher or administrator at any time during the school year, please feel free to call the school and arrange for a meeting time.

## 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 [Education Act](#). [Administrative Procedure 391](#) outlines specific appeal process dates.

## The Role of External, Large Scale Assessment

The Grade 12 [Diploma Examinations](#) Program 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.

In order 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. 107).

## Diploma Examinations

For the 2022-23 school year, diploma exams will be administered in all relevant subject areas in November, January, April, June and August. Alberta Education's [Diploma schedule](#) outlines the exact dates of administering Diplomas. For the 2022-2023 school year, diploma exams will only count towards 20% of students' final grades. The weighting of diploma exams will return to 30% effective September 1, 2023.



# Diploma Exams Schedules

## November 2022

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

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Friday, October 28	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Monday, October 31	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Wednesday, November 2	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, November 3	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, November 4	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Mathematics 30–1 Mathematics 30–2 Chemistry 30
Monday, November 7	9:00 A.M.–12:00 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, November 8	9:00 A.M.–11:30 A.M. 1:00 P.M.–4:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Science 30
Wednesday, November 9	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Biology 30

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All students are provided with up to double the official time noted above, if they require it.

## January 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (\*) remain SECURED after the administration and returned to Alberta Education.

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Thursday, January 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, January 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, January 16	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Wednesday, January 18	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Thursday, January 19	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, January 20	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, January 23	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, January 24	9:00 A.M.–12:00 P.M.	Biology 30
Wednesday, January 25	9:00 A.M.–12:00 P.M.	Chemistry 30
Thursday, January 26	9:00 A.M.–12:00 P.M.	Physics 30
Friday, January 27	9:00 A.M.–12:00 P.M.	Science 30

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All students are provided with up to double the official time noted above, if they require it.

## April 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exam remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

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Monday, April 17	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, April 18	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Wednesday, April 19	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Mathematics 30–1 Mathematics 30–2 Biology 30
Thursday, April 20	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, April 21	9:00 A.M.–11:30 A.M. 1:00 P.M.–4:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Chemistry 30
Monday, April 24	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Science 30

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All students are provided with up to double the official time noted above, if they require it.

## June 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (\*) remain SECURED after the administration and returned to Alberta Education.

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Monday, June 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, June 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, June 14	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Thursday, June 15	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, June 16	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Monday, June 19	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 20	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 22	9:00 A.M.–12:00 P.M.	Biology 30
Friday, June 23	9:00 A.M.–12:00 P.M.	Chemistry 30
Monday, June 26	9:00 A.M.–12:00 P.M.	Physics 30
Tuesday, June 27	9:00 A.M.–12:00 P.M.	Science 30

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

All students are provided with up to double the official time noted above, if they require it.

## August 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

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Monday Tuesday, August 1	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, August 2	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 3	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, August 4	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Part B
Tuesday, August 8	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 9	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Chemistry 30 Biology 30
Thursday, August 10	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Science 30

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All students are provided with up to double the official time noted above, if they require it.