



Your Future **in MIND**

Guide to Reporting Student Achievement

2018 – 2019

Grades 10 - 12

Salisbury Composite High School

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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 2018/2019 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 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.

Our teachers communicate information about classroom activities and learning expectations via their eTeacher page which can be found on our school's website: www.salcomp.ca

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.).

Guidelines for Rewriting Summative Assessments:

1. Students may apply for a rewrite within 2 school days of receiving their graded assessment.
2. Students who have been truant during the unit of study are not eligible to request a rewrite.
3. Students must have completed all of the assignments for that specific unit of study.
4. Students are responsible for submitting the Rewrite Request Form to their teacher.
5. Students are required to show evidence of re-learning in order to rewrite an assessment.
6. Failure to show up for a rewrite by the agreed upon date will forfeit the opportunity, unless an extenuating circumstance is present.
7. Only one rewrite is allowed per summative assessment.
8. A rewrite will cover the same learning outcomes as the original assessment, but may take a different format than the original assessment.
9. Students may be required to complete their rewrite outside of class time.
10. The higher mark will be awarded.
11. Students cannot request a rewrite in the last unit of study in the semester due to Alberta Education mark submission deadlines.

Senior High Grading Scale

All senior high courses will be reported using percentages.

(Adapted from Alberta programs of study)

80 - 100%	<ul style="list-style-type: none"> ● Learning goals are met in an astute and comprehensive way. ● Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.
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	<ul style="list-style-type: none"> • Demonstrates an in- depth understanding and degree of skill on summative assessments. • Has assembled an in- depth understanding of the concepts, generalizations and skills fundamental to the program.
65 - 79%	<ul style="list-style-type: none"> • Learning goals are met in a practical and thorough way. • Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details. • Demonstrates a substantial understanding and degree of skill on summative assessments. • Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.
50 - 64%	<ul style="list-style-type: none"> • Learning goals are met in an appropriate and reasonable way. • Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details. • Demonstrates a satisfactory understanding and degree of skill on summative assessments. • Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.
0 - 49%	<ul style="list-style-type: none"> • 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.

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: Senior 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.

Digital copies of the report card will be available via the Parent Portal on PowerSchool. Parents must set up an account by visiting the [PowerSchool Parent Portal](#) login page.

Conferences/Interviews

Parent Teacher Student Interviews can be schedule through www.schoolinterviews.ca. Instructions for scheduling an interview will be emailed to parents and guardians one week in advance of the interviews. Interviews are held from 5:00 – 7:30 p.m. in the Large Gym. Interviews are held in October, November, March and April. Please check the school calendar at www.salcomp.ca for specific dates.

Should parents wish 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 780-467-8816 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 School Act. [Administrative Procedure 391](#) outlines specific appeal process dates.

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.

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.

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).

Diploma Exams Schedule: November 2018

Diploma exams **must** be administered according to the scheduled dates and times. **All diploma exams remain secured after administration.**

Friday, November 2	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Monday, November 5	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

Tuesday, November 6	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, November 7	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, November 8	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Mathematics 30–1 Chemistry 30
Friday, November 9	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Biology 30 Physics 30

Diploma Exams Schedule: January 2019

Diploma exams **must** be administered according to the scheduled dates and times. All diploma exams, **except** those that are **asterisked, remain secured** after administration.

Monday, January 14	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 15	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, January 16	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Tuesday, January 22	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Wednesday, January 23	9:00 A.M. – 12:00 P.M.	Mathematics 30-1 Mathematics 30-2
Thursday, January 24	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, January 25	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, January 28	9:00 A.M. – 12:00 P.M.	Biology 30
Tuesday, January 29	9:00 A.M. – 12:00 P.M.	Chemistry 30
Wednesday, January 30	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Physics 30 Science 30

Diploma Exams Schedule: April 2019

Diploma exams **must** be administered according to the scheduled dates and times. **All diploma exams remain secured after administration.**

Monday, April 1	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
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Tuesday, April 2	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A
Wednesday, April 3	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Thursday, April 4	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Friday, April 5	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
	1:00 P.M. – 4:00 P.M.	Chemistry 30
Monday, April 8	9:00 A.M. – 12:00 P.M.	Biology 30
	1:00 P.M. – 4:00 P.M.	Physics 30
Tuesday, April 9	9:00 A.M. – 12:00 P.M.	Science 30

Diploma Exams Schedule: June 2019

Diploma exams **must** be administered according to the scheduled dates and times. All diploma exams, **except** those that are **asterisked, remain secured** after administration.

Wednesday, June 12	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A*
		English Language Arts 30–2 Part A*
Thursday, June 13	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Monday, June 17	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Tuesday, June 18	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie B
		French Language Arts 30–1 Part B
Wednesday, June 19	9:00 A.M. – 12:00 P.M.	Mathematics 30-1
		Mathematics 30-2
Thursday, June 20	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Friday, June 21	National Indigenous Peoples Day – No Diploma Exams Scheduled	
Monday, June 24	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Tuesday, June 25	9:00 A.M. – 12:00 P.M.	Biology 30
Wednesday, June 26	9:00 A.M. – 12:00 P.M.	Chemistry 30
Thursday, June 27	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30

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.