


<b>Administrative Procedures 370</b>		
<b>Student Assessment</b>		
		<b>Adopted:</b> <b>June 28, 2011</b>  <b>Amended:</b> <b>August 8, 2019</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 175, 231</li> </ul>	<b>Internal References:</b>

**Background**

Student assessment is a deliberate process used to provide feedback and evidence for making judgments about students’ learning in relation to identified learning outcomes. Teachers guide the evaluation and reporting of student progress to parents/guardians.

**Procedures**

1. General
  - 1.1 Assessment procedures are to support the principles of fair assessment and implement best practices for grading and reporting student achievement.
  - 1.2 Teachers are to use a variety of assessment practices that are fair, objective and reflect sound professional judgment.
  - 1.3 Student grades are to reflect the level of achievement of the learning outcomes.
  - 1.4 Learning behaviours will be reported separately from the learning outcomes.
  - 1.5 Diagnostic and formative assessments will be used to provide direction for improvement or adjustment to a program of instruction (This is assessment for learning).
  - 1.6 Summative assessment will be used to make judgments about a student’s achievement at the end of a sequence of instruction in order to assign a grade (This is assessment of learning).
  - 1.7 Students will be involved in the assessment and grading process, through the use of rubrics, exemplars, inquiry learning and other means.
  - 1.8 Teachers are to report student progress to parents or guardians by means of parent-teacher-student conferences, report cards, personal contact and information technology such as, web based grade books or portfolios, emails, etc.
  
2. Parent-Teacher-Student Conferences
  - 2.1 Conferences are to be scheduled at least twice each year, one (1) in the fall and one (1) in the spring.
  - 2.2 The format of conferences includes student voice.
  
3. Written Report
  - 3.1 Kindergarten to Grade 9 will have three (3) written reports submitted to parents or guardians each year.

- 3.2 Grades 10 to 12 will have four (4) written reports submitted to parents or guardians each year.
- 3.3 Standard Division report cards are to be used by all schools.