



Assessment, Evaluation and Reporting of Student Learning - Procedure

Assessment programs, responsibilities and reporting procedures follow.

1. Assessment Programs

The school recognizes the educational value and necessity of uniform and curriculum-referenced programs of student evaluation and reporting. These programs include the following:

school assessments in English Language Arts (ELA) and Mathematics,

ME mandated assessments or standards test,

High school examinations in the four core subjects (English, Mathematics, Social Studies and Science) in Grades 9, 10, 11, and 12,

Ongoing classroom based assessment,

Final Examinations, Grades 9 to 12

Each school offering Grades 9 to 12 is required to administer a final examination in English, Mathematics, Social Studies and Science. The final examination shall:

- i. have a value of not less than twenty percent (20%) and not more than thirty percent (30%) of the final grade assigned in the subject,
- ii. be approved by the Principal before being administered,
- iii. be collected and kept on file by the school Principal,
- iv. not be administered if ME requires a provincial examination in that subject. Teachers will use thirty percent (30%) of the provincial mark as part of the student's final grade, and
- v. be adapted to meet the needs of students for whom adaptations were done throughout the course.

Manitoba Education (ME) Assessments

ME requires teachers to use classroom-based assessments and to collect data for the following grades:

Grade 12 Standards Tests done in Applied, Pre-Calculus and Consumer Mathematics and English Language Arts.

3. Responsibilities

Principals and teachers have specific responsibilities related to the assessment program.

a. Director/ Principal

shall be responsible for ensuring:

- i. the assessment and evaluation program is carried out in all classes,
- ii. the assessment and evaluation process is communicated to students and parents,
- iii. accurate records are kept of the results.

b. Teachers

Teachers shall be responsible for:

- i. maintaining a portfolio/collection of student work from a variety of sources including continua, work samples, checklists, rating scales, rubrics, anecdotal observations, assignments, tests, quizzes, learning logs, reflective journals and homework,
- ii. ensuring that students in Grades 9 to 12 are provided an outline of each course and an explanation of how the marks are to be determined prior to the commencement of the course.

4. Reporting

The reporting of student learning shall take place as follows.

Grades 9 to 12

Reporting will take place at least once during a term and at the completion of the term.

Adoption Date: August 21/12	Revision Date:
-----------------------------	----------------