

School Assessment Plan 2022-2023

Kindergarten to Grade 12

September 2022

Victoria School of the Arts

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School Assessment Plan 2022–2023, Kindergarten to Grade 12

At Edmonton Public Schools, we're committed to success, one student at a time. One of the ways we help all students be successful is by always improving the way we assess and evaluate what students learn. We also want to improve how we report back to you about how your child is doing at school.

This guide will help you understand:

- responsibilities of staff, students and parents/guardians.
- how we will tell you about your child's progress and learning.
- how we assign grades/marks to your child.
- how your child is assessed.
- the steps we take if your child's work is missing or not finished.

What is assessment?

In this plan, we use the term assessment to describe the process of determining what students have learned, and how well they have learned it. Assessment is not just about tests and grades.

Assessment means gathering information about what your child knows, understands and is able to do based on the Alberta programs of study (curriculum) or their Individualized Program Plan (IPP). Teachers cannot base grades/marks on your child's behaviour, effort and work habits unless those behaviours are outlined in the Alberta programs of study for a specific subject.

To find out where your child is at in their learning, teachers use many tools. Conversations, observations and student work are just some of the ways teachers determine students' strengths and where they might need extra help. These activities—conversations, observations and the products students create—help teachers shape their lesson plans. They guide *how* they can help every student meet their learning goals. The activities also help inform the teacher's understanding when making decisions about grade level of programming, course recommendations or grades/marks. The collection of observations, conversations and student work allows teachers to give you a clear and accurate picture of your child's progress in school.

How to support your child's learning

As a parent or guardian, you are your child's first teacher. So, understanding how your child is doing in school is important. Read this guide, and contact the school or make an appointment to see your child's teacher or principal if you have any questions.

Supporting Student Success

We all have a role to play in helping your child be successful.

You can support your child's learning by:

- working in partnership with school staff.
- providing a quiet place for your child to study at home.
- staying informed and keeping in touch with school staff. This includes reading newsletters and other school materials.
- going to parent-teacher conferences.

Teachers will help your child succeed by:

- providing programming that's suitable for your child.
- providing many opportunities and different ways for students to show what they know.
- giving students who've missed important assessments and activities the chance to complete the work.
- clearly explaining what's expected of students in all courses and how student work will be graded/marked (i.e., course outline).
- keeping detailed, accurate notes describing your child's successes and challenges.
- communicating with you regularly about your child's progress and achievement.
- providing opportunities for you to be involved in your child's learning.

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

- come to school every day and on time.
- finish their assignments, projects and tasks to the best of their ability.
- participate in activities to celebrate learning.
- show that they're learning.
- take advantage of chances to revise or redo assignments or tests so they can show growth in their knowledge and skills.

Our Communication Plan for Reporting Progress

There are many ways we help you stay informed about your child's learning throughout the year. We encourage you to review your child's reports and attend conferences regularly.

Reporting Periods

Term 1 - September 1 - November 25, 2022

Term 2 - November 28, 2022 - January 27, 2023

Term 3 - January 31, 2023 - April 14, 2023

Term 4 - April 17, 2023 - June 27, 2023

Kindergarten to Grade 9

Progress Reports Issued

November 25, 2022 (Gr 1 - 9)

January 27, 2023 (Gr 7 - 9 First semester options final marks)

April 14, 2023 (Kindergarten to Gr 9) (The mark on this progress report reflects both term 2 and 3)

June 27, 2023 (Kindergarten to Gr 9)

Individual Student Reports - Grade 7 - 9

The term individual student report refers to an interim report that communicates information about a student's marks/grades for specific assignments and activities.

An Individual Student Report will be issued at the mid-point of each course/module. Note that schools may choose to release Individual Student Reports at any time during the school year, but the midpoint Individual Student Reports will be released through Schoolzone during the following time periods:

- January 27, 2023 (full year courses)

Grade 10 - 12

Individual Student Reports

The term individual student report refers to the report generated through the use of the Individual Student Report Module in PowerTeacher Pro by teachers at various times throughout the year. This report communicates information about a student's marks/grades for specific assignments and activities.

An Individual Student Report will be issued at the mid-point of each course/module. Note that schools may choose to release Individual Student Reports at any time during the school year, but the midpoint Individual Student Reports will be released through Schoolzone during the following time periods:

- Semester 1/Full Year Courses: November 4, 2022
- Semester 2/Full Year Courses: April 14, 2023

Progress Reports Issued

January 27, 2023

- Semester 1 course - Final Progress Report
- Full year course - Interim Progress Report

June 27, 2023

- Semester 2 course - Final Progress Report
- Full year course - Final Progress Report

Parent/Guardian Conferences

Kindergarten to Grade 6 - Conferences will be held in person

Grade 7 -12 - Conferences will be held online

Schools must establish at least two formal parent-teacher conferences per school year.

Tuesday, November 8, 2022 and/or Thursday, November 17, 2022

Tuesday, April 4, 2023 and/or Wednesday, April 12, 2023

Individualized Program Plans (IPPs)

For students who need specialized services and supports, the IPP is a working document that is developed within the first two months of the school year. It is a record of your child's progress related to specific goals and strategies. It gives you confirmation that your child's needs are being addressed and provides information about accommodations and supports your child needs to succeed. The IPP is reviewed at least three times a year. We expect you and your child (as appropriate) to provide input into the IPP.

Initial IPP: October 31, 2022 and uploaded to Schoolzone by November 9, 2022.

IPPs will be ready for signatures as follows:

Review #1: Will be complete and uploaded to Schoolzone by January 27, 2023

Review #2: Will be complete and uploaded to Schoolzone by April 14, 2023

Review #3: Will be complete and uploaded to Schoolzone by June 27, 2023

Year End Recommendations - student/parent/teacher IPP meeting (if required) and signature will be completed by June 27, 2023.

All IPPs will be available for families on Schoolzone.

English as a Second Language (ESL) Proficiency Assessments

For students learning English, ESL Proficiency Assessments measure English abilities in four areas: listening, speaking, reading and writing. Teachers use a variety of tools each year to help them plan lessons and communicate with you about your child's progress in learning English.

ELL Proficiency Benchmarks will be completed in November. ELL Proficiency assessments will be uploaded to School Zone by November 30, 2022 (this date is subject to change). Students leaving the school for the following school year will have their Benchmark posted to PinPoint.

Early Years Evaluation Teacher Assessment (EYE-TA) - Kindergarten

The EYE-TA is used to assess the developmental strengths and areas for growth of children as they enter kindergarten and as a tool to identify children who may require specialized services and supports. For the 2022–2023 school year, the EYE-TA is administered to all Kindergarten children in the fall and again in the spring for those children identified as requiring targeted or specialized support or who are new to the Division.

The results of the EYE-TA will be shared with parents/guardians via a conference as soon as the results are available. A written progress report is not required in the fall for children enrolled in Kindergarten. Parents/guardians of Kindergarten children will receive a Progress Report in April and in June.

Grades/Marks and Codes

To determine your child's grade/mark at the end of a reporting period, teachers use evidence of what your child has learned and their professional judgment.

Grade 1 students will be assessed on literacy and numeracy for the first reporting period. Kindergarten to grade 6 use descriptors that correspond to performance standards. Percentages are used for formal reporting in grades 7 - 12.

Exemplary – A (80 - 100%)	Proficient – B (65 - 79%)	Adequate – C (50 - 64%)	Limited – D (0 - 49%)
<i>(Adapted from Alberta programs of study)</i>			
<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. ● 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. 	<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. 	<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. 	<ul style="list-style-type: none"> ● Student has demonstrated insufficient performance in relation to learner outcomes.

Kindergarten to Grade 9

Grade Level of Programming (GLP)

GLP shows the current grade level at which a student is being taught. This is usually the same grade in which a student is enrolled. GLP appears on each progress report for English and French language arts, math, science and social studies. GLP also appears for language arts in the target language in bilingual programs.

Division-Approved End-of-Term and End-of-Course Codes

On your child's progress report, a teacher may use these Division codes for end-of-term and/or end-of-year grades/marks.

IEA	Insufficient Evidence Available	IEA is used only as an end-of-term code when a teacher does not have enough evidence about a student's progress to give a grade/mark at the end of a term. IEA is not used as a final course code.
NGC	Not on Graded Curriculum	NGC is used only as an end-of-term code when a student, identified as having special education needs, is not on the graded curriculum and is issued a progress report. It is also used when a student in Grade 1 or higher is continuing to work toward learning outcomes in the Kindergarten Program Statement. A student with an end-of-term code of NGC will have a GLP of <1.
CMU	Course Mark Unavailable	CMU may be used only at the end of a course when a student has a code of IEA in at least one term. CMU indicates that a teacher does not have enough evidence over an entire course to give a final grade/mark. CMU may also be used at the end of a course when a student has a code of NGC in at least one term. CMU may also be used as an end-of-term code for courses that are completed at the end of that term (i.e., Junior High option courses).

Grade 10 - 12

Division-Approved Term and End of Course Codes:

On your child's Progress Report, a teacher may use these Division codes for term or end of course grades/marks.

IEA	Insufficient Evidence Available	IEA is used only as a term mark when a teacher does not have enough evidence about a student's progress to give a mark at the end of a term.
WDR	Withdrawal	WDR is used only as an end of course mark when a student chooses not to complete a course and the school agrees to withdraw the student from the course. WDR may be used for all courses.
INC	Incomplete	Incomplete is used only as an end of course mark when a student does not withdraw from a Career and Technology Studies (CTS) course and does not successfully complete the course with a mark of 50% or more. No mark is submitted to Alberta Education and the course does not appear on the student transcript. INC is used only for CTS courses.

Grade 7 - 12

Division-Approved Codes for use on Individual Student Reports in SchoolZone:

On your child's individual student reports issued before the end of a term, a teacher may use these Division codes.

The following codes provide information about exceptional circumstances regarding the collection of evidence.

OMIT	Omit	Evidence has already been or will be collected to inform professional judgment.
IEA	Insufficient Evidence Available	Sufficient evidence is not yet available.
RNE	Replaced with New Evidence	This evidence has been replaced with more relevant evidence that demonstrates student understanding of the expected learning outcome.

Grade 1 - 12

The following codes provide information about evaluation of student achievement and growth.

E	Exemplary	The student has exemplary knowledge, skills and understanding of concepts and is able to transfer understanding independently in new situations. The student may require support to further extend understanding of concepts.
P	Proficient	The student has proficient knowledge, skills and understanding of concepts that can be applied in familiar situations. The student may require occasional support to transfer learning to new situations.
AD	Adequate	The student has adequate knowledge, skills and understanding of concepts. The student requires support and/or further experiences to develop a deeper understanding of concepts and apply learning in familiar and new situations.
L	Limited	The student has limited knowledge, skills and understanding of concepts. The student requires support to develop and apply learning in highly structured situations.
IEA	Insufficient Evidence Available	Sufficient evidence is not yet available to provide an informed judgment of the student's achievement and growth.

How We Determine Student Grades/Marks

At Edmonton Public Schools, we determine grades in a variety of ways.

Formative Assessment

Throughout the year, your child will work on many activities that help them increase what they know, understand and are able to do. These activities show your child's teacher how they are doing, what their strengths are and where they can improve in relation to the Alberta programs of study. This is called formative assessment.

Teachers use this information to adjust their teaching, give your child feedback to help them improve and prepare your child for times when they will receive grades.

Summative Assessment

During the school year, your child will have a chance to show what they have learned in relation to the Alberta programs of study. Using their judgment as professionals, teachers make decisions and determine grades that describe how your child is learning. They base these decisions on what they've seen your child do (observations), discussions they've had with your child (conversations) and the work your child has completed (products).

Missing or Incomplete Student Work

Principals must make sure that teachers communicate with parents/guardians promptly and regularly about missing or incomplete student work. This is outlined in Administrative Regulation [GKB.AR Standards for Evaluation](#), section 4:

4. Principals must work with their teachers to comply with the following:
 - a. evidence of student achievement has been collected by the teacher;
 - b. communication plans for reporting student achievement and growth to parents/guardians are developed and aligned with school-wide assessment and intervention plans;
 - c. a student has been given multiple opportunities and ways to demonstrate his/her learning;
 - d. follow up has occurred to determine the reason when a summative assessment item (assignment, test, project, etc.) is missing or incomplete, and that opportunities for the student to fulfill the requirement of the summative assessment item (assignment, test, project, etc.) are provided;
 - e. if the student continues to be unsuccessful, the student/parents/guardians will be informed and the teacher will solicit a solution in consultation with the student's parents/guardians to hold the student accountable and/or plan for further learning;
 - f. teachers will engage in on-going, timely communication with parents/guardians/students and the principal regarding missing or incomplete work; and
 - g. providing 4. b–f have been followed, the teacher can assign the student a mark of zero for that missed summative assessment item (assignment, test, project, etc.).

At Victoria school, when your child has missing or incomplete work, we will:

- Work with your child to create an action plan that will provide them opportunities to demonstrate curricular outcomes.
- Communicate through email or phone and work with you to support work completion.
- Record missing assignment(s) through Interim Reports (Gr 7 - 12).
- Offer additional instructional support for your child as required.

Course Outlines (Grade 7-9)

At Victoria School of the Arts, digital copies will be provided via School Zone and Google classroom.

Curriculum Summaries

[Curriculum at a Glance](#) (Alberta Education)

The Role of Homework

Homework is meant to:

- help support your child’s learning;
- reinforce what your child learned in school; and
- give your child more practice.

At Victoria School of the Arts our homework guidelines include the following:

- Homework is purposeful and meaningful and has a direct correlation to daily instruction.
- Differentiated assignments that enable students to complete homework independently or with minimal support.

Academic Integrity

Cheating is not acceptable. This includes plagiarism (copying someone else’s work and passing it off as your own), copying, stealing tests or assignments and getting answers for a test or assignment in advance. Cheating also includes giving answers or work to others to claim as their own.

If your child is suspected of plagiarism or cheating, school administration will meet with them and take action in accordance with Administrative Regulation [HG.AR Student Behaviour and Conduct](#).

Grades/Marks Appeal Process

To appeal the grade/mark your child has been given, contact the classroom teacher. If you can’t resolve the appeal with the teacher, the principal will make a decision and explain it to you. The principal’s decision is final. A principal’s authority to do this is set out in the [Education Act](#).

Grade 1 - 9 The Role of Large Scale Tests

What is the Canadian Achievement Test (CAT4)?

The **Canadian Achievement Test (CAT4)** measures students' reading comprehension, mathematics, computation and estimation skills. CAT4 will support instruction and planning for interventions and supports. The CAT4 is administered in the fall and again in the spring to provide information about student growth.

Who takes the CAT4?

- students in Grade 4 to Grade 9 in regular and bilingual programs
- students in Grade 4 to Grade 9 in French Immersion

The CAT4 Fall administration dates are September 19, 2022–September 29, 2022.

The CAT4 Spring administration dates are May 1, 2023–May 12, 2023.

What is the Highest Level of Achievement Test (HLAT)?

The **Highest Level of Achievement Test (HLAT)** measures students' writing skills compared with the Alberta programs of study in language arts. It shows teachers in each school how well their students are doing and how they compare to students across the Division.

Who takes the HLAT?

- students in Grade 1 to Grade 9 in English language arts
- students in Grade 2 to Grade 9 in French Immersion and bilingual programs*
- students in Grade 8 and Grade 9 in Late French Immersion

*the bilingual HLAT is called the bilingual writing assessment tool and is specific to certain languages (e.g., Chinese bilingual writing assessment tool, Arabic bilingual writing assessment tool)

The HLAT administration dates for students in English Language Arts are April 17–April 21, 2023.

What are the Literacy and Numeracy Screening Assessments?

Alberta Education mandated Literacy and Numeracy Screening Assessments in the fall for students in Grade 1 to Grade 3. These screening assessments will help teachers identify students in the critical early years who are most in need of additional support. These screening assessments will provide a means to monitor growth over time.

The **Castles and Coltheart 3 (CC3)** assessment is an English word-reading test designed to identify the nature of a student's reading difficulties. The CC3 assesses a student's ability to recall familiar and irregular words, and their ability to sound out non-words that were created specially for this assessment and are meant to be fictitious and without meaning.

The **English Letter Name-Sound (LeNS)** assesses a student's ability to sound out single letters and letter combinations.

The **Provincial Numeracy Screening Assessment** is a collection of tasks designed to help teachers understand their students' underlying knowledge of the number system, basic number operations and proportional reasoning skills.

Who takes the Literacy and Numeracy Screening Assessments?

Students in Grade 1 to Grade 3:

- Castles and Coltheart 3 (CC3) - Grade 1 to Grade 3
- English Letter Name-Sound (LeNS) - Grade 1 to Grade 2
- Provincial Numeracy Screening Assessment - Grade 1 to Grade 3

The Literacy and Numeracy Screening Assessment will be administered in September 2022.

What is the Math Intervention/Programming Instrument (MIPI)?

The **Math Intervention/Programming Instrument (MIPI)** measures students' knowledge of the previous year's math curriculum. It shows teachers how well students understand different math concepts so they can identify appropriate programming for students.

Who takes the MIPI?

- With the exception of students in Math 10C, the MIPI is optional for students in Grades 2 to 10, including those in French immersion and bilingual programs.

The MIPI administration dates will take place in September 2022.

What are Provincial Achievement Tests?

The **Provincial Achievement Tests (PATs)** measure how well students across Alberta are learning content as described in the programs of study. Average PAT scores for the school are shared publicly to show how Alberta students are doing, compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning.

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

According to [Alberta Education](#): “PATs are only one of many ways to evaluate student learning and are not meant to replace day-to-day teacher observations and classroom assessment. They are sources of information that must be interpreted, used and communicated within the context of regular and continuous assessment by classroom teachers.”

Who takes PATs?

- students in Grade 6 and Grade 9 in English or French language arts, math, science and social studies write PATs

When are PATs administered?

- PATs are typically administered in the spring
- The 2023 Division schedule for the administration of PATs is available [here](#).

The Alberta government expects school divisions to report the scores from Grades 6 and 9 PATs. We will report the unofficial results to students and parents/guardians in a progress report comment.

Grade 10 - 12 The Role of Large Scale Tests

What is the Math Intervention/Programming Instrument (MIPI)?

The [Math Intervention/Programming Instrument \(MIPI\)](#) measures students’ knowledge of the previous year’s math curriculum. It shows teachers how well students understand different math concepts so they can identify appropriate programming for students.

Who takes the MIPI?

- students in Grade 10C, including those in French immersion programs

The MIPI test(s) will be administered during the administration window September 6-23, 2022. For students writing the MIPI in the second semester, the administration window will be from February 1-17, 2023.

What is the Grade 12 Diploma Examinations program?

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

- certifies the level of individual student achievement in selected Grade 12 courses
- helps maintain province-wide standards of achievement
- reports individual and group results

For all 30-level diploma courses, the school mark will be weighted at 70 per cent of the student’s final mark, and the diploma examination mark will be weighted at 20 percent of the final mark. To pass a diploma course, a student must earn a final 'blended' mark of at least 50 percent.

More information about the Diploma Examination Program is available online at [Diploma exams](#).

The diploma exam schedule for 2022-2023 can be found at [Diploma exams - overview](#).

International Baccalaureate Diploma Programme and Career-related Programme Examination Schedule**Group 1 - Language A1- English**

IB English A: Literature HL

Exams: Wednesday, May 3 (12:00pm) & Thursday, May 4 (1:00pm)

Group 2 - Language B - French

IB French B SL

Exams: Friday, May 12 (8:30am) & Monday, May 15 (8:30am)

Group 3 - History - Individuals and Societies (Social Studies)

IB History HL

Exams: Wednesday, May 10 (12:00pm) & Thursday, May 11 (8:30am)

Group 4 - Experimental Science - Biology

IB Biology SL

Exams: Wednesday, May 17 (12:00pm) & Thursday, May 18 (8:30am)

Group 5 - Mathematics

IB Mathematics SL - Analysis and Approaches

Exams: Monday, May 8 (1:00pm) & Tuesday, May 9 (12:00pm)

Group 6 - Arts – Dance/Visual Arts

IB Dance HL/SL

Exams: students do not sit examinations. All dance assessments are submitted.

IB Visual Arts HL/SL

Exams: students do not sit examinations. All visual art assessments are submitted.

Diploma and Career-related programme Core

CAS (DP), TOK (DP), Extended Essay (DP), Reflective Project (CP)

Exams: students do not sit examinations for core components. All core assessments are submitted.