At Edmonton Public Schools, we’re committed to transforming the learners of today into the leaders of tomorrow. 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; and
- the steps we take if your child’s work is missing or not finished.

**What is assessment?**

In this guide, we use the terms assessment and evaluation to describe what students have learned, and how well they have learned it. Assessment and evaluation aren’t just about tests and grades.

Assessment means gathering information about what your child knows, understands and can show the teacher based on the Alberta programs of study (curriculum) or their Individualized Program Plan (IPP). Teachers can’t use your child’s behaviour, effort and work habits to decide on their grades/marks, unless that’s 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 discover 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 even guide how they’ll explain a concept, to help every student meet their learning goals. The activities also help inform the teacher’s understanding so that they may assign each student a grade, course or level of programming. All of this 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; and
- 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; and
- 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; and
- 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 4, 2018 – December 5, 2018
Term 2 – December 6, 2018 – March 19, 2019
Term 3 – March 20, 2019 – June 27, 2019

Progress Reports Issued:

All progress reports will be posted to SchoolZone.
Term 1 – December 14, 2018
Term 2 – March 22, 2019
Final Progress Report – June 28, 2019

Interim Reports:

Individual Student Reports will be posted to SchoolZone approximately every 6 weeks:
October 12, 2018
November 23, 2018
January 25, 2019
May 10, 2019

Conferences:

Pre-progress report Parent/Teacher/Student Conferences (appointments booked online at londerry.schoolsoft.ca)
October 17 & 18, 2018 and Jan 30 & 31, 2019.

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.

IPP planning parent input form will be sent home during the second week of September. IPP goals will be finalized by September 30, 2018 and will be ready for signatures by mid-October before Parent/Teacher/Student conference. IPP review dates will be:
November 30, 2018
March 22, 2019
June 14, 2019
**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.

Benchmarks will be reviewed for all ELL students by the end of October. This information will be sent home to parents/guardians and shared with all staff by early November.

### Grades/Marks and Codes

To decide on 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.

At Londonderry School, student grades/marks are reported using letter grades for all courses.

<table>
<thead>
<tr>
<th>Exemplary – A (80 - 100%)</th>
<th>Proficient – B (65 - 79%)</th>
<th>Adequate – C (50 - 64%)</th>
<th>Limited – D (0 – 49%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning goals are met in an astute and comprehensive way.</td>
<td>Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</td>
<td>Demonstrates an in-depth understanding and degree of skill on summative assessments.</td>
<td>Has assembled an in-depth understanding of the concepts, generalizations and skills fundamental to the program.</td>
</tr>
<tr>
<td>Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</td>
<td>Demonstrates a substantial understanding and degree of skill on summative assessments.</td>
<td>Demonstrates an in-depth understanding and degree of skill on summative assessments.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates a thorough understanding of the concepts, generalizations and skills fundamental to the program.</td>
<td>Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</td>
<td>Student has demonstrated insufficient performance in relation to learner outcomes.</td>
<td></td>
</tr>
</tbody>
</table>

(Adapted from Alberta programs of study)
Grade Level Programming: 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.

District-Approved Term and End of Year Codes: On your child’s progress report, a teacher may use these District codes for term or end of course grades/marks.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEA</td>
<td>Insufficient Evidence Available</td>
<td>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.</td>
</tr>
<tr>
<td>NGC</td>
<td>Not on Graded Curriculum</td>
<td>NGC is used only as a term mark 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 2 is continuing to work toward learning outcomes in the Kindergarten Program Statement. A student with a term mark of NGC will have a GLP of &lt;1.</td>
</tr>
<tr>
<td>CMU</td>
<td>Course Mark Unavailable</td>
<td>CMU is used only at the end of a course when a student has at least one term mark of IEA. It indicates that a teacher does not have enough evidence over an entire course to give a final mark. CMU may also be used at the end of a course when a student has at least one term mark of NGC.</td>
</tr>
</tbody>
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School Approved Codes:

At Londonderry School, we use the following school-based codes on interim reports in SchoolZone:

- AA: Meets standard of excellence (Exemplary performance indicator)
- AAGL: Adapted at grade level. ABGL: Adapted below grade level.
- ABS: Absent
- BB: Exceeds acceptable standard (Proficient performance indicator)
- CC: Meets acceptable standard (Adequate performance indicator)
- CNA: Chose not to attempt
- CO: Complete
- DD: Limited performance indicator
- INC: Incomplete
- MPA: Missed performance assessment
- NYC: Not yet completed
- OMIT: Omit
- RNE: Replaced by new evidence
- UCE: Unable to collect evidence.
How We Determine Student Grades/Marks

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

**Formative Assessments**

Throughout the year, your child will work on many activities that help them increase what they know and practice their skills. These activities show your child’s teacher how they are doing, what their strengths are and where they can improve. 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/marks.

**Summative Assessments**

During the school year, your child will have a chance to show what they have learned up to that point in time (summative assessments).

Using their judgment as professionals, teachers make decisions and give grades/marks to your child. 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.).
To ensure our assessments are fair and accurate, staff will:

- Maintain thorough and accurate records detailing student achievement,
- Communicate, in a timely fashion, student progress and achievement in a variety of ways,
- Provide opportunities for students who have performed below expectation or who have missed an assignment or task to complete or re-do all such tasks, given a student has shown evidence of relearning,
- Schedule appropriate opportunities for students to demonstrate learning,
- Program at an appropriate level for each student and indicate the grade level of achievement at the end of the year,
- Record and report student achievements and challenges
- Avoid giving zeroes or late penalties because they do not accurately depict student learning; parents will be informed about missing homework, assignments, etc.

When your child has missing or incomplete work, we will:

- Work with student to outline a plan to complete the missing or incomplete assignment,
- Expect students to complete the missed assignment at lunch or after school, in a timely manner,
- Contact parent/guardian if work remains unfinished,
- Develop a plan to ensure the assignments are completed, which may involve homework,
- Post Individual Student Reports to SchoolZone and they will contain information regarding incomplete or missed work
- Involve administration if work remains incomplete,
- Arrange a parent/guardian meeting and discuss options for the student to attend additional assessment completion opportunities during lunch, before or after school, or during option programming; these interventions are not optional as both assessments FOR and Of learning are critical to student success.

Course Outlines:

At Londonderry School, course outlines are provided to all students in all classes at the beginning of the school year and posted to SchoolZone by the middle of September.

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 Londonderry School, our homework policies include the belief that students are active participants in their learning; homework is an opportunity to practice new learning, as well as review and completion of already learned material. Homework is an essential part of the school routine. Homework develops good study habits, provides opportunity for students to share their learning with their parents and ensures success in future studies. Each of the areas listed below should be part of the regular homework schedule:

- completion of work not finished in class
- completion of daily assignments
- working on long term assignments (teachers ensure that longer projects have achievable segments and that regular monitoring of progress occurs)
- review of learning
- study for exams and tests
- free reading
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 School Act.

The Role of Large Scale Tests

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

Who takes the HLAT?

- students in Grades 1 to 9 in English language arts
- students in Grades 2 to 9 in French Immersion
- students in Grades 8 and 9 in Late French Immersion

The HLAT will be administered on during the week of April 23 to April 30, 2019. Results will be available in SchoolZone after May 24, 2019.

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?

- All students in grades 7 to 9.

The MIPI will be administered during the time period of September 04 to September 21, 2018.
The Provincial Achievement Tests (PATs) measure how well students are learning what they are expected to learn. Results 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.

Who takes the PAT?
- students in Grades 6 and 9 in English or French language arts, math, science and social studies

The PATs will be administered according to [this schedule].
L.A Part A May 7, 2019
Social June 20, 2019
L.A Part B June 24, 2019
Math June 25, 2019
Science June 26, 2019
Results will be available in SchoolZone by mid-October 2019.

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:
The achievement tests address only those learning outcomes that can be readily assessed by a paper-and-pencil test. The clearest picture of students’ growth and development is gained when a wide variety of assessment information is considered. The achievement tests provide part of the picture.

The Alberta government expects us to report the scores from Grades 6 and 9 PATs. We will report the results to students and parents/guardians in the year end progress report comment section.