



# School Assessment Plan 2023-2024

## Grade 10 to Grade 12

*September 2023*

### **Braemar School**

9359 67A Street, Edmonton, AB T6B 1R7

Phone: 780-468-3000

Email: [braemar@epsb.ca](mailto:braemar@epsb.ca)

Website: [braemar.epsb.ca](http://braemar.epsb.ca)

Principal: Heather Duncan

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## School Assessment Plan 2023–2024, Grade 10 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

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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

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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:

Semester 1: September 5, 2023 - January 31, 2024

Semester 2: Feb 1, 2024 - June 26, 2024

### Progress Reports Issued

Formal Progress Reports will be released on January 31, 2024 and June 26, 2024.

Progress Reports will be uploaded to SchoolZone. Hard copy available upon request.

### 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. The midpoint Individual Student Reports will be released through Schoolzone during the following time periods:

- Semester 1: November 8, 2023
- Semester 2: April 17, 2024

Teachers will also post monthly Individual Student Reports the second week of each month to SchoolZone. These reports are reviewed with the teacher in each class.

### Conferences

Schools must establish at least two formal parent teacher conferences per year (one in each school semester).

One-on-one conferences are held at time of registration for high school planning, career planning and post-secondary goals. These are reviewed with students at least twice a year.

Attendance and achievement are closely monitored and warning meetings and/or contract meetings are held with students on an as needed basis.

Due to the individualized nature of our programming and the daily communication between home and school, parent-teacher conferences can be set up by parent request at any time of the year. Please contact your student's teacher to make arrangements. Conferences can be held on-line or in person, based on parent request.

### **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 conferences will take place in September.

IPP review dates will be:

November 8, 2023 - Initial IPP and baseline complete

January 19, 2024 - IPP review 1

March 8, 2024 - IPP review 2

June 14, 2024 - IPP review 3

The IPP will be developed, reviewed and signed by parents by November 30, 2023 or within 90 days of the student's first day.

### **English as an Additional Language (EAL) Proficiency Assessments**

For students learning English, the EAL 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.

By November 30, 2023 all benchmarks will be completed and uploaded to Schoolzone. Signatures are not required by parents for the ELL benchmarks.

## 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.

Percentages are the only grades/marks used for formal reporting in Grade 10 to Grade 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"> <li>Learning goals are met in an astute and comprehensive way.</li> <li>Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</li> <li>Demonstrates an in-depth understanding and degree of skill on summative assessments.</li> <li>Has assembled an in-depth understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>	<ul style="list-style-type: none"> <li>Learning goals are met in a practical and thorough way.</li> <li>Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</li> <li>Demonstrates a substantial understanding and degree of skill on summative assessments.</li> <li>Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>	<ul style="list-style-type: none"> <li>Learning goals are met in an appropriate and reasonable way.</li> <li>Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details.</li> <li>Demonstrates a satisfactory understanding and degree of skill on summative assessments.</li> <li>Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>	<ul style="list-style-type: none"> <li>Student has demonstrated insufficient performance in relation to learner outcomes.</li> </ul>

### 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.

<b>IEA</b>	Insufficient Evidence Available	IEA is used only as a <b>term</b> mark when a teacher does not have enough evidence about a student's progress to give a mark at the end of a term.
<b>WDR</b>	Withdrawal	WDR is used only as an <b>end of course</b> 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.
<b>INC</b>	Incomplete	Incomplete is used only as an <b>end of course</b> 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 per cent 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.

### Division-Approved Codes for use on Individual Student Reports

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

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

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

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

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



## How We Determine Student Grades/Marks

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At Edmonton Public Schools, we determine grades/marks 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 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.).

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

- review that programming is occurring at an appropriate level for the students learning needs
- ensure appropriate supports are in place to support the success of work completion
- ensure IPP strategies are being implemented consistently and updated if needed
- work with the student one-on-one to support the completion of work in flex time
- communicate in a timely manner about missing or incomplete work

## Course Outlines

At Braemar School, course outlines are provided at the beginning of each semester in hard copy and are also posted on Google Classroom. Course outlines provide information on coverage of curricular material, course expectations, and course evaluation and grading expectations.

## 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.
- give your child more practice.

At Braemar School, the majority of student course work is practiced and completed during class time. Students are responsible for assigned work missed as a result of issues that affect attendance. These can include but are not limited to sick children, illness and/or medical appointments, housing issues, etc. Students are expected to use available additional academic support to complete assignments. At Braemar we believe that the best learning happens in the classroom, with the support of our Instructional Staff.

## 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](#).

In early July, there will be a day to contact the school to appeal June final marks. When this date is set, we will communicate it to you.

## The Role of Large Scale Tests

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### 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 5–22, 2023. For students writing the MIPI in the second semester, the administration window will be from February 1–16, 2024.

### 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 30 per cent of the final mark. To pass a diploma course, a student must earn a final 'blended' mark of at least 50 per cent.

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

The diploma exam schedule for 2023-2024 can be found at [Diploma exams - overview](#).