



STUDENT ASSESSMENT, EVALUATION AND REPORTING

Background

Golden Hills School Division establishes and implements student assessment principles in accordance with the expectations of Alberta Education. The Division believes that high quality instruction depends upon valid, reliable and authentic classroom assessment practices that accurately indicate the achievement/learning of the student. The key purpose of assessment is to advance student learning and guide instructional practice and planning. A continuous cycle of instruction, assessment and adjustment serves to support students in navigating their learning.

Procedures

1. Teachers shall ensure accurate, fair, consistent and equitable student evaluation, school level procedures, consistent with Division procedures.
2. Teachers shall ensure that students are informed about learning targets, standards or criteria that will be used for assessment, and the means of evaluation. In addition, parents/guardians shall have access to this same information.
3. The assessment and evaluation of student learning in Golden Hills schools shall be viewed as an ongoing process, through both formative and summative assessment practices.
4. Procedures shall be developed for interpreting and using assessment information (including data derived from the results of provincial assessments) to ensure responsive instruction.
5. A variety of assessment methods shall be used to ensure comprehensive, reliable and valid evaluation of student performance (Appendix 360-A: Student Assessment, Evaluation and Reporting and Appendix 360-B: the Seven Principles of Assessment).
6. The evaluation of student progress shall be based upon the curricular outcomes as outlined in the Alberta Program of Studies.
7. When determining grades for student report cards, teachers shall use the evidence that best indicates the achievement/learning of the student and it will be the result of regular and ongoing assessment.
8. Teachers and students will share the responsibility for making assessment decisions and determining the next steps in learning. Whenever possible, teachers shall involve students in regular progress conferences. This facilitates active student involvement and meaningful communication with students and parents/guardians.
9. Students will take responsibility for their own learning and assessment by engaging in self-reflection, self-assessment, goal setting and self-advocacy.
10. Student assessment and evaluation information shall be communicated to parents/guardians regularly and will include:
 - 10.1. A minimum of three (3) report cards per year regarding students in grades K-9.
 - 10.2. A minimum of two (2) report cards per semester regarding students in grade 10 - 12 programs.
 - 10.3. A copy of the final report card shall be placed in the Student Record.
11. For students with an Individualized Learning Plan (ILP), assessments shall be set in relation to the goals and time frames identified in the ILP.
12. Assessment information shall be accessible only to the individual student, their parents/guardians, teachers and other educational personnel who may require it to inform their practice.

13. Appeal procedures regarding student assessment and evaluation, available to both students and parents/guardians, are the following:
- 13.1. If a student or parent/guardian believes an error has been made, he or she shall first appeal the assessment result/grade to the teacher within five (5) school days of receiving the result/grade.
 - 13.2. In the event the issue is not resolved following the appeal to the Teacher, the assessment result/grade may be appealed to the Principal within five (5) school days of receiving the appeal.
 - 13.3. The Principal shall report the results of the review to the appellant, in writing, within five (5) school days. A copy of each appeal and a record of the Principal's decision shall be forwarded to the Superintendent.
 - 13.4. The parent/guardian or student may appeal the Principal's decision to the Superintendent in writing within fourteen (14) days of any final attempts to resolve the matter at the school level.
 - 13.5. The Superintendent or designate shall review all relevant information relating to this matter and render a decision in writing to be shared with all parties concerned within fourteen (14) days of receiving the appeal.
 - 13.6. The parent/guardian or student may appeal the Superintendent's decision to Alberta Education, whose decision on the appeal is binding on both parties.
 - 13.7. Divisional appeal policy is outlined in Board Policy 13: Appeals and Hearings Regarding Student Matters and AP 380: Student Appeals.

Reference:

- Education Act. AS.A 2012
- Alberta Education Teaching Quality Standard
- Board Policy 13: Appeals and Hearings Regarding Student Matters
- Appendix 360-A: Student Assessment, Evaluation and Reporting
- Appendix 360-B: the Seven Principles of Assessment
- AP 380: Student Appeals