

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Student Assessment, Evaluation and Promotion

Policy Type: Students

Number: 8120

Date Approved: November 28, 2005

Legal Reference: *The Education Act, 1995*: Section 175, 227

The Board of Education believes in the importance of maintaining a thorough system of student assessment and evaluation as an integral component of the teaching-learning cycle.

Guidelines:

1. A planned program of continued assessment and regular evaluation is required for all students.
2. The main purpose of assessment and evaluation is to guide and improve learning and instruction.
3. A planned program of student placement and promotion is required for each school in the division.

Saskatchewan Rivers School Division No. 119

Policy Name: Student Assessment, Evaluation and Promotion
Number: 8120

ADMINISTRATIVE PROCEDURES

1. Assessment and evaluation of student progress shall be carried out:
 - (a) in order to determine student progress along the learning continuum in each subject area,
 - (b) in order to inform students, parents, and guardians of current progress,
 - (c) in order to determine the effectiveness of instructional strategies,
 - (d) in order to determine the relevance of course content,
 - (e) in order to determine the degree to which programming is meeting individual student needs.

2. Effective assessment and evaluation requires that:
 - (a) Principals take responsibility for ensuring that effective and regular assessment and evaluation is carried out for all students and that adequate records of the results are kept.
 - (b) Teachers take responsibility for assessing, evaluating, recording, and reporting student progress regularly.
 - (c) Schools administer such standardized or other tests as are determined by the Division.
 - (d) Schools develop and communicate clear protocols and expectations with respect to the determination of final marks for students.
 - (e) Principals or designate approve each teacher's application of the school protocol and expectations for the determination of final marks for students.
 - (f) Principals ensure that relevant secondary level assessment and evaluation documents are retained for a period of one year. (Departmental Examinations are excluded).

NOTE:

Assessment is the initial phase in the evaluation process (collecting information on the progress of the student's learning). It is the act of gathering information, on a continuous basis in order to understand individual students' learning and needs.

Evaluation refers to the process of interpreting the gathered information and the decision-making which follows assessment. It is a culmination act for the purpose of making decisions in judgement about students' learning and needs, often at reporting times.

3. Student placement and promotion shall be carried out on the basis that:
 - (a) All school placement and promotion policy shall be consistent with the theory and practice of the Core Curriculum.
 - (b) In the fall of each year the principal, following discussions with the school staff, shall determine the placement and promotion policy of the school.
 - (c) Decisions on student placement and promotion are the responsibility of the principal in consultation with teachers, parents and students.
 - (d) Elementary and Middle Years (Kindergarten to Grade 8) students shall neither be promoted nor held back more than one year without consulting with the designated superintendent.
 - (e) Secondary student progress is by subject.