

Administrative Procedure 270

Instructional Programs and Materials

STUDENT EVALUATION

BACKGROUND

Westmount shall provide for the evaluation and reporting of students' progress and performance as an important and integral component of the instructional process. Student evaluation and reporting practices shall be consistent with the Charter and provincial legislation and policy.

PROCEDURES

1. Establishment of Student Evaluation Programs
 - 1.1 The Principal shall develop specific procedures for the evaluation and reporting of student progress in accordance with the guidelines of the Charter and Alberta Education policy.
 - 1.2 The development and implementation of student evaluation procedures is to be based upon:
 - 1.2.1 consultation by the Principal with appropriate stakeholders;
 - 1.2.2 consultation between the Principal and the Superintendent; and
 - 1.2.3 the use of a variety of means.
 - 1.3 Information regarding student evaluation policies and practices shall be communicated regularly to stakeholders.
2. Features of Student Evaluation Procedures
 - 2.1 It is expected that the student evaluation procedures developed by the school will serve the following purposes:
 - 2.1.1 for the student – to provide information about school related growth;
 - 2.1.2 for the teacher – to provide information for use in the planning and modification of learning experiences;
 - 2.1.3 for parents – to provide information about the student's school related growth;
 - 2.1.4 for administrators – to provide information about student achievement for use in the assessment and planning of school educational programs and activities;
 - 2.1.5 for appropriate authorities and institutions beyond the school – to provide information about student progress and achievement as requested.
 - 2.2 It is expected that student evaluation policies and procedures will provide for:
 - 2.2.1 fairness and consistency of application;
 - 2.2.2 clear and meaningful communication; and
 - 2.2.3 parents' and students' right of appeal and procedures for appeal.
3. Records and Testing Programs
 - 3.1 The school is required to maintain accurate records pertaining to student evaluation.
 - 3.2 The school is required to ensure that information concerning the evaluation of students is kept confidential and is released only to those who are entitled to

receive it in accordance with legislation and Charter Board policy or administrative procedures.

- 3.3 The school is required to make provision for the administration of tests as required by Alberta Education and the Superintendent.

4. Progress Reports and Conferences

- 4.1 The school is required to maintain effective communication with students and parents regarding student progress.
- 4.2 The format of the school's reporting and conference procedures are to be established by the Principal in consultation with appropriate stakeholders.
- 4.3 The school is required to establish regular reporting periods.

5. Appeals

- 5.1 The school evaluation of an individual student may be appealed.
- 5.2 The Principal is responsible for developing procedures to handle internal appeals of student evaluations.
- 5.3 Appeal procedure for grades 1 through 8:
- 5.3.1 A parent or guardian may appeal the failure of a grade or placement for the student's next year program.
- 5.3.2 The deadline for an appeal is August 31st.
- 5.3.3 Initially all appeals are to be made to the appropriate Principal who will handle such appeals in the manner deemed to be the most suitable. The Principal will advise the parent and the teacher of the outcome of the appeal within five (5) days of receiving the appeal.
- 5.3.4 A parent not satisfied with the Principal's decision concerning the appeal may direct a written appeal to the Superintendent within seven (7) days of the date of the Principal's decision. Upon receiving the appeal, the Superintendent will arrange an investigation of the grounds of the appeal and either uphold the Principal's decision or initiate a further investigation which could include:
- where possible, a review of the student's progress with the student's teacher;
 - an examination of the student's records and where possible, an examination of examples of the student's work; and
 - an examination of all progress reports maintained by the teacher.
- 5.3.5 The Superintendent shall advise the parent, Principal and teacher of the outcome of the appeal.
- 5.3.6 The decision of the Superintendent shall be final.
- 5.4 Appeal procedure for grades 9 through 12:
- 5.4.1 An appeal may be submitted either by a parent or guardian of a student under the age of 16 years or by a student who is over the age of 16.
- 5.4.2 The deadline for appeals shall be 30 days from the end of the term (year or semester).
- 5.4.3 Appeals will be considered in the following instances:
- The marks awarded in one or more courses at the high school level prevent the student from pursuing the program of studies the student wishes to follow in grade ten.

- The marks awarded in one or more courses at the high school level prevent the student from registering in the next sequence of course(s).
 - The school awarded mark in one or more courses would prevent the student from qualifying for entrance into the post secondary institution of the student's choice based on the published entrance requirements.
 - The school awarded mark would prevent the student from qualifying for a high school diploma.
- 5.4.4 The appeal procedures outlined in Procedures 5.3.3 through 5.3.6 will apply.
- 5.5 Grade 12 provincial diploma examination results may be appealed in accordance with provincial legislation and policy.
- 5.5.1 Students enrolled in diploma exam courses may appeal the teacher awarded mark to the "Special" Cases Committee.

Legal Reference: *School Act*
 Student Evaluation Regulation
 Guide to Education General Information Bulletin: Diploma Examination Program
Freedom of Information and Protection of Privacy Act

Cross Reference: AP-360 Student Records

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