

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
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SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: PROVINCIAL STUDENT ASSESSMENT
PROGRAM**

<i>PROCEDURE CODE:</i>	<i>700 AP 001</i>
Policy Reference: 700 – Curriculum and Programs of Studies	

GUIDELINES

1. Local marking of provincial assessments provides students, teachers, and school administrators with reliable results that can be used immediately.
2. Teachers and school administrators can choose to mark the exams and will, analyse, Provincial examination results.
3. A wide range of local factors should be considered in the analysis.
4. Ongoing analysis of subtests should be considered in conjunction with total test scores.
5. Generalizations should be based upon long-term data.
6. Analysis should include consideration of the entire curriculum.
7. There should be an alignment between the objectives of the curriculum being taught and the test measures being used.
8. Written reports, and/or face-to-face meetings are useful means of ensuring that results are appropriately interpreted and used.

PROCEDURES

Marking Procedures for Achievement Tests:

1. The classroom teacher shall make decisions regarding:
 - whether to mark his/her students' Achievement Tests before the students' work is sent to Alberta Education for central marking.
 - whether to use the assessment information along with other assessment information that the teacher has collected for evaluating and reporting year-end grade-level achievement for each student
 - an appropriate weighting for the test as a whole when combining test results with results from other classroom tasks, tests, and observations for each student [10% to 25% is suggested]

Analysis Procedure:

1. Grade 3, 6, and 9 teachers and school administrators will analyse the results for all Achievement Tests, grade level SLA's or any other relevant data.
2. Secondary teachers and department heads will write and submit an annual analysis report of the Diploma Examination results and submit the report to the School Principal.
3. Elementary School Principals will review the Achievement Tests and Student Learning Assessments and submit a signed copy of the analysis report to the Superintendent.
 - 3.1. Secondary School Principals will prepare a written response to submitted Diploma and Grade 9 Achievement Test Analysis Reports and Student Learning Assessments and forward copies to the teacher, department head, and the Superintendent.
4. When the test results warrant it, a more immediate report analysing specific sub-test scores may be requested for a specific class, grade, school, test, or examination.
5. The analysis will be used to improve the program being offered and maximize the opportunities for students to be successful.
6. Where results are significantly different from those that would be expected, consideration should be given to arranging for a program evaluation to measure such things as the variance between the program being offered and the specifications for an individual test.
7. Achievement test and SLA analysis and reporting are to be completed by December 31st of the year of the receipt of the results from Alberta Education.
8. Diploma Examination analysis and reporting for both the school year will be completed prior to October 30th of each year. The Report will include the participation rate (%) of third-year high school students at the school compared to the province. Copies of the reports and Principal responses are to be forwarded to the Superintendent of Schools on or before January 10th of each year.

REPORTING PROVINCIAL EXAMINATION RESULTS

A common format will be used by school Principals as they share their schools' results on the Provincial Achievement Tests with the parents of their school. This format will be developed by the school Principals. Principals will share their school's provincial examination result with parents of their school.

Approved: May 17, 2005

Revised: _____

