



# Guide to Student Assessment and Achievement 2022-2023

Grades 9 -12

School Name Parkland Composite High School

Address

*4630 12th Ave*

*Edson, Alberta T7E 1S7*

Phone: 780.723-6035

Email: [pc@gypsd.ca](mailto:pc@gypsd.ca)

Website: <https://parklandcomposite.gypsd.ca/>

Updated October 2022

Principal: Vince Dikaitis

Updated: September 2022

## **Guide to Student Assessment and Achievement 2022 - 2023**

In Grande Yellowhead Public School Division, we recognize that successful student learning<sup>1</sup> relies on a partnership between students, teachers, parents/guardians, and school administration. We believe that regular communication between all of these partners is an essential component of student assessment.

This guide will help you understand:

- responsibilities of teachers, students, parents/guardians, and school administration;
- how and when we will tell you about your child's progress and learning;
- how we assign grades/marks to your child;
- how your child is assessed; and
- steps we take if your child's work is missing or not finished.

### **What is assessment?**

In this guide, we use the terms assessment and evaluation to describe what students have learned, and how well they have learned it. Assessment and evaluation aren't just about tests and grades.

Student assessment is ongoing and cumulative. Teachers gather information about what students know and can demonstrate based on the Alberta Program of Studies (curriculum) and, when applicable, the Individual Support Plan (ISP). Marks are only earned through assessment of learning outcomes achieved in assignments, activities, projects, portfolios, performances and tests.

Teachers won't use your child's attendance, behaviour, effort, attitude, homework completion, or work habits to decide on their grades/marks, unless it is included in the Alberta Program of Studies for a specific subject.

To determine a student's current level of achievement in relation to curriculum, teachers use a variety of tools. Conversations, observations and student work are just some of the ways teachers discover students' strengths and where they might need extra help. This helps teachers shape their lesson plans and guide how they will explain a concept, to help every student meet their learning goals.

The activities also help inform the teacher's understanding so that they may assign each student a grade, course, or level of programming. All of this allows teachers to give you a clear and accurate picture of your child's progress in school.

---

<sup>1</sup> Updated August 26/2022

## Supporting Student Success

As a parent or guardian, you are your child's first teacher. We know that understanding how your child is doing in school is important to you. This guide will help you understand student assessment in your child's school. If you have any questions, contact the school or make an appointment to see your child's teacher or principal.

**You can support your child's learning** (Education Act, Section 32) **by:**

- working in partnership with school staff;
- providing a quiet place for your child to study at home;
- keeping current with your child's progress online through the PowerSchool Portal.
- staying informed and keeping in touch with school staff. This includes reading newsletters and other school materials; and
- participating in parent-teacher conferences.

**Teachers will help your child succeed** (Education Act, Section 196) **by:**

- 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, as specified in the course outline;
- providing a course outline for all courses that clearly explains what's expected of students and how student work will be graded/marked;
- keeping detailed, accurate notes describing your child's successes and challenges;
- communicating with you regularly about your child's progress and achievement; and
- providing opportunities for you to be involved in your child's learning.

**Students have a responsibility for their own learning** (Education Act, Section 31) **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;
- demonstrate that they are learning; and
- take advantage of chances offered to revise or redo assignments or tests so they can show growth in their knowledge and skills.

## Reporting Progress

### Reporting Periods

---

All assessments are available to parents and students via PowerSchool throughout the semester.

Semester 1: End of January

Semester 2: End of June

Grade 9 Mini Options Schedule:

1. Sept. 6 - Nov. 8
2. Nov. 9 - Jan. 31
3. Feb. 1 - April 6
4. April 7 - June 28

## **Formal Reports Issued**

---

Formal Reports will be issued when marks are finalized at the end of each semester. All marks are available on PowerSchool. If you would like to receive a paper copy of your student's report card, please contact the PCHS office at 780-723-6035.

If a student has an ISP, it will be included as part of the formal report. Paper copies will be made available upon request.

## **Conferences**

---

Parent communication is important and parents/guardians are always welcome to contact their child's teacher at any time during the school year to discuss their child's progress. Each school will provide a minimum of two separate opportunities per year for their parents/guardians to meet with teachers to discuss student achievement and progress. The intention of these conferences is to celebrate growth in learning and set future goals.

Parent Teacher Interviews will be held in October and March. Specific dates will be communicated when made available.

Appointments can be booked online at [www.parklandcomposite.gypsd.ca](http://www.parklandcomposite.gypsd.ca). A link to book appointments will be posted closer to the date of the interviews.

## **Individualized Support Plan**

---

For students who need specialized services and supports, the ISP is a working document that is developed within the first two months of the school year. The ISP is a record of specific goals for a child. It provides information about accommodations and strategies a child is using to succeed. It is reviewed a minimum of three times per year. The student and the parent/guardian are expected to provide input into the ISP.

ISP co-planning conferences will take place three times year:

- Formal ISP Meetings will take place in October, March, and June and will require parent signatures
- Informal, ongoing communication will take place between students, parents, and teachers throughout the year.

## **English Language Learners**

---

For students learning English, the ESL Proficiency Benchmarks are used to measure a student's English abilities in four areas: listening, speaking, reading and writing. Teachers use this tool to help them plan lessons and communicate with you about your child's progress in learning English.

In addition to student progress reports and/or conferences, teachers may share the student's ESL Proficiency Benchmark. Teachers will inform parents/guardians of goals, accommodations or supports provided to students which may be associated with the ESL Proficiency Benchmark.

## **Grades/Levels of Achievement/Marks and Codes**

To decide on 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.

When percentages are used, 47.5 and up will be rounded to 50 as a final grade only.

At Parkland Composite High School we use the following level(s) of achievement:

### **Grades 9 - 12: Percentages**

Category weightings can vary from course to course, and are available in your student's course outlines.

We use several codes on PowerSchool to enhance communication about student work. Please see course outlines for scoring legends explaining these codes.

---

## **How We Determine Student Grades/Marks**

### **Course Outlines**

Teachers will provide a course outline to all students and parents/guardians by September 15th. Semester two outlines will be provided by February 17th. This will highlight the topics and units that students will be learning and explain how student grades are determined for the course. Please contact your child's teacher(s) if you do not receive one.

### **Missing or Incomplete Student Work**

If an assignment is not handed in on time, it is marked as NHI, which is equivalent to a zero until it is handed in. If missing or incomplete work is not done in a timely manner, a teacher may opt to enact a student success plan.

If your child is away from school for an extended period of time, please contact their teacher/administrator. As partners in your child's learning, we can work together to design a plan that best meets your child's needs including homework, alternative assignments or other strategies that will support them through their course.

### **Zero Policy**

Students are expected to take ownership of their own learning. If they fail to complete a daily task or assignment, they must talk to their teacher about catching up on the assignment. Teachers are to provide every opportunity for students to satisfactorily complete their work. If students do not take the opportunity to complete the assignment, they may receive a zero. This mark remains until the assignment is handed in. If an assignment does not meet the academic requirements or does not meet the minimum acceptable standard, the assignment may be marked as Unable to Assess, which is equivalent to a zero.

## Academic Integrity

---

Cheating is not acceptable. This includes plagiarism (copying someone else's work and passing it off as your own), copying, taking work from a source without citing the source (including electronic sources), 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. **Students found to have plagiarized work or being dishonest with their academic work will face disciplinary action that may include; receiving a mark of zero on the assignment or test (until the work is resubmitted), a loss of exam exemption(s) and/or suspension. The administration of the school will be involved and parents will be notified. Dishonest academic behavior will be tracked by the school to help prevent this behavior from reoccurring.**

## Grades/Marks Appeal Process

---

To appeal a mark (assignment, test or final mark), students/parents/guardians are encouraged to talk to the teacher within 5 school days of receiving the grade. If they can't resolve the appeal with the teacher, they should contact the Principal who will make the final decision. The Principal's decision is final.

## Exams

---

Exam week occurs at the end of each semester. Specific dates and exam schedules will be made available as soon as they are finalized.

Each academic department practices common exams in each course. For English and Social Studies exams, Part A (written) exams occur before Exam Week and Part B (multiple choice) exams occur during exam week.

## Provincial Achievement Tests (PATs)

---

Provincial Achievement Tests (PATs) measure how well students are learning what they are expected to learn. Results are shared publicly to show how Alberta students are doing, compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning.

Students in Grades 6 and 9 in English and French Language Arts, Math, Science and Social Studies write PATs. English and Mathematics PATs will be administered in June. Social Studies, Science, and French Immersion PATs will be administered at the end of each semester.

While PATs are an important part of determining student growth and achievement, they address only those learning outcomes that can be readily assessed by a paper-and-pencil test. The clearest picture of students' growth and development is gained when a wide variety of assessment information is considered. The achievement tests provide part of the picture.

### How do PAT scores affect student marks?

At PCHS, PATs are used as final exams for grade 9 courses. The weighting varies depending on the subject.

- English - PAT Scores are used for final exam marks, worth 20% of the student's grade (10% for Part A, 10% for Part B)
- Science and Math - PAT Scores are used for final exam marks, worth 25% of the student's grade. The Math PAT has two parts, part A (no calculator permitted) and part B.
- Social Studies - PAT Scores are used for final exam marks, worth 20% of the students final grade
- French Language Arts - PAT scores are used for final exam marks, worth 25% of the student's final grade. (10% for Part A, 10% for Part B)
- French Social Studies - PAT Scores are used for final exam marks, worth 20% of the student's grade.

### PAT Schedule

#### January 2023

All students are provided with up to double the official scheduled time allotted as noted below, if they require it.

---

Wednesday, January 18	9:00 A.M.–11:00 A.M. 9:00 A.M.–10:20 A.M.	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Friday, January 20	9:00 A.M.–11:00 A.M.	Grade 9 Français/French Language Arts Partie A
Tuesday, January 24	9:00 A.M.–10:15 A.M.	Grade 9 Français/French Language Arts Partie B
Wednesday, January 25	9:00 A.M.–9:30 A.M.	Grade 9 Mathematics Part(ie) A
Thursday, January 26	9:00 A.M.–10:20 A.M.	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Friday, January 27	9:00 A.M.–10:15 A.M.	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Monday, January 30	9:00 A.M.–10:15 A.M.	Grade 9 Science Grade 9 K&E Science
Tuesday, January 31	9:00 A.M.–10:20 A.M. 9:00 A.M.–10:15 A.M.	Grade 9 Social Studies Grade 9 K&E Social Studies

---

## May and June 2023

All students are provided with up to double the official time noted below, if they require it.

---

May 2023		
Monday, May 15	9:00 A.M.–11:00 A.M.	Grade 6 Français/French Language Arts Partie A Grade 9 English Language Arts Part A
	9:00 A.M.–10:20 A.M.	Grade 9 K&E English Language Arts Part A
Wednesday, May 17	9:00 A.M.–11:00 A.M.	Grade 6 English Language Arts Part A Grade 9 Français/French Language Arts Partie A

---

June 2023		
Friday, June 14	9:00 A.M.–10:00 A.M.	Grade 6 Français/French Language Arts Partie B
	9:00 A.M.–10:15 A.M.	Grade 9 Français/French Language Arts Partie B
Tuesday, June 20	9:00 A.M.–10:00 A.M.	Grade 6 English Language Arts Part B
	9:00 A.M.–10:15 A.M.	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Thursday, June 22	9:00 A.M.–9:20 A.M.	Grade 6 Mathematics Part(ie) A
	9:00 A.M.–9:30 A.M.	Grade 9 Mathematics Part(ie) A
Friday, June 23	9:00 A.M.–10:10 A.M.	Grade 6 Mathematics Part(ie) B
	9:00 A.M.–10:20 A.M.	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Monday, June 26	9:00 A.M.–10:00 A.M.	Grade 6 Social Studies
	9:00 A.M.–10:20 A.M.	Grade 9 Social Studies
	9:00 A.M.–10:15 A.M.	Grade 9 K&E Social Studies
Tuesday, June 27	9:00 A.M.–10:00 A.M.	Grade 6 Science
	9:00 A.M.–10:15 A.M.	Grade 9 Science Grade 9 K&E Science

---

## Grade 12 Diploma Exams Program

The Grade 12 Diploma Exams 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 **80%** of the total mark, and the diploma exam mark will be weighted at **20%** of the total mark. To pass a diploma course, a student must earn a final 'blended' mark of at least 50%. More information about the Diploma Exam Program is available online through Alberta Education.

# Diploma Exams Schedules

## November 2022

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

---

Friday, October 28	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Monday, October 31	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Wednesday, November 2	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, November 3	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, November 4	9:00 A.M.–12:00 P.M.  1:00 P.M.–4:00 P.M.	Mathematics 30–1 Mathematics 30–2 Chemistry 30
Monday, November 7	9:00 A.M.–12:00 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, November 8	9:00 A.M.–11:30 A.M.  1:00 P.M.–4:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Science 30
Wednesday, November 9	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Biology 30

---

All students are provided with up to double the official time noted above, if they require it.

## January 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (\*) remain SECURED after the administration and returned to Alberta Education.

---

Thursday, January 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, January 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, January 16	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Wednesday, January 18	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Thursday, January 19	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, January 20	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, January 23	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, January 24	9:00 A.M.–12:00 P.M.	Biology 30
Wednesday, January 25	9:00 A.M.–12:00 P.M.	Chemistry 30
Thursday, January 26	9:00 A.M.–12:00 P.M.	Physics 30
Friday, January 27	9:00 A.M.–12:00 P.M.	Science 30

---

All students are provided with up to double the official time noted above, if they require it.

## April 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exam remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

---

Monday, April 17	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1:00 P.M.–4:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, April 18	9:00 A.M.–12:00 P.M.	Social Studies 30–1 Part(ie) A
	9:00 A.M.–11:30 A.M.	Social Studies 30–2 Part(ie) A
Wednesday, April 19	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
	1:00 P.M.–4:00 P.M.	Biology 30
Thursday, April 20	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1:00 P.M.–4:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, April 21	9: 00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
	1:00 P.M.–4:00 P.M.	Chemistry 30
Monday, April 24	9:00 A.M.–12:00 P.M.	Physics 30
	1:00 P.M.–4:00 P.M.	Science 30

---

All students are provided with up to double the official time noted above, if they require it.

## June 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (\*) remain SECURED after the administration and returned to Alberta Education.

---

Monday, June 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, June 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, June 14	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Thursday, June 15	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, June 16	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Monday, June 19	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 20	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 22	9:00 A.M.–12:00 P.M.	Biology 30
Friday, June 23	9:00 A.M.–12:00 P.M.	Chemistry 30
Monday, June 26	9:00 A.M.–12:00 P.M.	Physics 30
Tuesday, June 27	9:00 A.M.–12:00 P.M.	Science 30

---

Wednesday, June 21, 2023 is National Indigenous Peoples Day—no diploma exams are scheduled.

All students are provided with up to double the official time noted above, if they require it.

## August 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

---

Monday Tuesday, August 1	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, August 2	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 3	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, August 4	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Part B
Tuesday, August 8	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 9	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Chemistry 30 Biology 30
Thursday, August 10	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Science 30

---

All students are provided with up to double the official time noted above, if they require it.