

Administrative Procedure 360

STUDENT EVALUATION

Background

Student evaluation is an integral part of the teaching and learning process. In addition, the public will become aware of and maintain confidence in the quality of educational services provided in the Division as a result of an effective student evaluation system. The Guide to Education provides guidance and direction in the manner in which the evaluation of student progress will occur. All teachers are to become familiar with the Alberta Education materials and ensure that the specified conditions are met.

Procedures

1. The Principal shall:
 - 1.1 Develop school procedures for student achievement which provides for:
 - 1.1.1 Recording and reporting of student achievement within the school.
 - 1.1.2 Reviewing and the appeal of individual student evaluations at the classroom and school level.
 - 1.2 Monitor the student evaluation practices and procedures of individual members of the professional teaching staff.
 - 1.3 Report to the Superintendent on matters of student evaluation as required.
2. The teacher shall:
 - 2.1 Conduct regular and continuing assessment of student achievement.
 - 2.2 Maintain accurate and up-to-date records of student achievement.
 - 2.3 Continuously keep the student and/or parent(s)/guardian(s) informed as to individual achievement progress.
 - 2.4 Formally report on student achievement.
3. The Superintendent shall:
 - 3.1 Monitor the student evaluation procedures of individual schools and members of the teaching staff.
 - 3.2 Report to the Board on matters related to student evaluation as required.
4. The practices and procedures dealing with student evaluation shall:
 - 4.1 Be fair, just and equitable.
 - 4.2 Inform the student and parent in writing at the commencement of instruction at the junior and senior high levels as to the:
 - 4.2.1 Instructional objectives of the program.

- 4.2.2 Content of the program.
 - 4.2.3 Procedures for evaluation.
 - 4.2.4 Evaluation criteria and standards.
 - 4.3 Provide the information noted in 4.2 above to the parent(s)/guardian(s) of students in the elementary grades upon request.
 - 4.4 Reflect differences in student abilities, learning styles and needs.
 - 4.5 Ensure that evaluations of affective behavior are kept separate and distinct from evaluations of academic achievement.
5. Student evaluation procedures shall be structured to serve the best interest of the student as follows:
- 5.1 Evaluations of academic achievements shall reflect the level of mastery of the instructional objectives in an approved program of studies.
 - 5.2 Evaluation procedures shall be consistent with the instructional method(s) utilized.
 - 5.3 Information gathered through the system of student evaluation shall be utilized in making student program placement decisions.
6. Reporting of student evaluation results must safeguard the students' interests and the information must be kept confidential.
7. Teachers shall maintain a record of the results of student evaluations that remain the property of the Division and shall be returned to the school administration upon request.
8. The student and/or parent(s)/guardian(s) shall be provided with the opportunity to review and appeal individual evaluations with the teacher responsible for instruction in the program in the following manner:
- 8.1 The request for review must be made, either verbally or in writing, within seven (7) days of receipt of the evaluation mark.
 - 8.2 The teacher shall respond to each request by conducting a re-appraisal of the evaluation and procedures utilized in light of the appeal.
 - 8.3 The teacher shall respond to each request by conducting a re-appraisal of the evaluation procedures in the same form as that used for the request (verbal or written) within seven (7) days of receipt of the request.
9. In the case of official report card marks, the student and/or parent(s)/guardian(s) may appeal to the Principal if not satisfied with the results of the review conducted by the teacher in the following manner:
- 9.1 The appeal to the Principal shall be made in writing within seven (7) days of receipt of the results of the teacher interview.
 - 9.2 The appeal request shall state the specific reasons for the appeal.
 - 9.3 The Principal shall review the evaluation in light of the appeal.
 - 9.4 The Principal shall advise the student and/or parent(s)/guardian(s), in writing, of the results of the appeal within seven (7) days of receipt of the request.

10. Marks of final standing in a program may be appealed to the Superintendent in accordance with the following:
- 10.1 Appeals to the Superintendent will be acted upon only in situations where appeals to the teacher and Principal have been unsuccessful.
 - 10.2 Appeals to the Superintendent shall be confined to breaches of school procedures.
 - 10.3 Request for appeal to the Superintendent shall be made in writing within seven (7) days of receipt of the appeal decision of the Principal and must clearly state the nature of the policy or procedure contravention.
 - 10.4 The Superintendent will review the evaluation in light of existing procedures and advise the student and/or parent(s)/guardian(s) of the decision within fourteen (14) days.
 - 10.5 A copy of the Superintendent's decision will be filed with the Principal.

Reference: Section 18, 31, 40, 52, 53, 55, 56, 196, 197, 222 Education Act
Ministerial Order 001/2020 – Teaching Quality Standard
Freedom of Information and Protection of Privacy Act
Practice Review of Teachers and Teacher Leaders Regulation 092/2019
Student Record Regulation 097/2019
Student Evaluation Regulation 177/2003
Guide to Education ECS to Grade 12
Ministerial Directive 4.2.1 Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta