

## ACHIEVEMENT TEST & DIPLOMA EXAMINATION, ANALYSIS & REPORTING

### Background

The Division believes that Provincial Achievement Tests and Diploma Exams should be utilized in the best interest of the students and the school. Furthermore, the Division believes that results of achievement tests and diploma examinations should be analyzed to improve instruction and student learning, to aid in the development of action plans, and to communicate student achievement to the public.

### Procedures

1. The Division recognizes the use of standardized tests in the overall assessment of students.
2. To encourage consistency in evaluation, teachers must use the scoring criteria established by Alberta Education for marking writing components of achievement tests and diploma exams.
3. To establish the concept of fairness in final evaluation, teachers, with their school administrators, must at the beginning of the year, set clear guidelines if standardized tests will be used in the students' final marks. These guidelines will be communicated in writing to inform parents and students.
4. Accommodations for testing, or exemptions from testing, may be utilized as outlined in Alberta Education Achievement Test Administration Guidelines to further ensure fairness for students with different learning abilities. Principals need to apply in writing to the Superintendent, or designate, by November 1 for January test administration and by March 30 for June test administration, listing all students the accommodations and/or exemptions they require.

### Analysis:

1. The analysis of standardized tests will be used by school staff to improve instruction and student learning.
2. The Principal, in consultation with the teachers involved, shall analyze standardized test results and provide a written analysis of the results which includes yearly trend data.
3. This analysis will be included in the school Annual Education Results Report. It shall articulate strengths, areas of concern, as well as potential strategies for improvement and will inform and be an integral part of the school's planning and reporting cycle.

4. This written results report shall be a source of information released to the School Council and the public from the school regarding the achievement of the enrolled students.
5. The analysis of the school data and the report shall be shared with the Superintendent of Schools by November 15 of each year.

Individual results for each student are to be made available to that student's parent or guardian in accordance with a policy developed by each school.

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December, 2003  
Update: July, 2010; April 2020

**References**

Section 11, 18, 31, 32, 33, 41, 52, 53, 55, 56, 196, 197, 222 Education Act