Graduation Assessments

October 2017   v1.0

Version History

Version	Date	Description
v1.0	21-Sep-17	Initial document

Confidentiality

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1.0 Introduction to Provincial Graduation Assessments

The 2018 Graduation program requires students to successfully complete a Numeracy and a Literacy assessment. The graduation assessments are not tied to a specific course or grade level nor do they earn "credits" towards graduation.

2.0 Assessment Definitions

There are five provincial Graduation assessment definitions. For the 2017-18 school year, only the Numeracy assessments will be available. The Literacy assessments are expected to be available for the 2018-19 school year.

Description	External Code
Graduation Numeracy – English	NME
Graduation Numeracy – French	NMF
Graduation Literacy – English	LTE
Graduation Literacy – French	LTF
Graduation Literacy – Programme Francophone	LTP

Important Note: Each assessment definition has a unique field set for Assessment History, Assessment Entry and Student Assessment. Manage your field sets and select the appropriate field set to match the assessment definition when viewing data on any of these screens. You must select an Assessment definition to see the field set. Eg. Default Fields (NME) is available for Numeracy English; Default Fields (NMF) is available for Numeracy French.

3.0 Graduation Assessment Entry

3.1 Create an Assessment record

The creation of assessment records for students can be done in the district or school view, for an individual student or for a selection of students. Only the primary school can create assessment records for students.

The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

Assessment TT > Student Assessment ST > Assessment Entry

1. Select the Assessment Definition to be assigned to the student(s). Click on the magnifying glass to bring up the list of available assessments.

Assessment Definition

Numeracy English 🔍 ✖

2. Select the students to update. Options available for selection are: Grade Level, Group, Query, Snapshot or Selection. Use the Clear button to clear the selection.

Students

🖑 Select...   ✐ Clear

3. To limit the display of existing assessment records, enter dates in the Date Range fields at the top of the page. MyEducation BC will only display dates for assessment records within the date range specified. To see all dates for the definition, leave the date fields blank.

Date Range

1/2/2018 ▦ to 1/31/2018 ▦

4. Select the date that the student plans to write the assessment. Use CTRL D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

AssessmentDef > ID *	AssessmentDef > Name *	Date *	
NME	Numeracy English	25/01/2018	▦
NME	Numeracy English		▦

5. The school name will automatically populate with the students primary school when the date is entered. The school name can be changed to reflect where the student will be writing the assessment, if it is within your district.

Note: To move quickly across rows and down columns, press TAB or use your arrow keys. You can also click directly in a cell. To enter the same value for all students, enter a value for the first student, then press CTRL + D, or click Options **>** Fill-Down Values. Copy down (CTRL D) is restricted by the number of records per page.

3.2 Rewrites

Students are allowed to write a graduation assessment multiple times, to a maximum of three attempts. To add an additional assessment record go to *Assessment TT > Student Assessment ST > Assessment Entry*

1. Select the Assessment Definition to be assigned to the student(s).
2. Select the Student(s) to be updated. You may select an individual student or a group of students using the Select button.
3. Click on the + sign beside the student PEN field.

Assessment Entry

Name	Grade	Pupil #	PEN			AssessmentDef > ID *	AssessmentDef > Name *	Date *		Result		School > Name	
Aitkenmossop, Kaidenz	10	527353	126409010	⊞	☐	**NME**	**Numeracy English**	22/01/2018	▦	2 ▾ Developing		Belmont Secondary 🔍	✖
Alexanderbonneau, Mariechen	10	529742	126016427	⊞	☐	NME	Numeracy English	22/01/2018	▦	3 ▾ Proficient		Belmont Secondary 🔍	✖
Allardweinberg, Yuming	10	483069	126234574	⊞	☐	NME	Numeracy English	22/01/2018	▦	4 ▾ Extending		Belmont Secondary 🔍	✖
Allum, Aubrina	10	519320	126889831	⊞	☐	NME	Numeracy English	22/01/2018	▦	1 ▾ Emerging		Belmont Secondary 🔍	✖
Almandlawi, Chenghsi	10	528805	127009769		☐	NME	Numeracy English	22/01/2018	▦	NC ▾ Student did not complete		Belmont Secondary 🔍	✖

Add a new assessment record

4. A new row will display. Enter the date for the new assessment.

Almandlawi, Chenghsi	10	528805	127009769	⊞	☐	NME	Numeracy English	22/01/2018	▦	NC ▾ Student did not complete	Belmont Secondary 🔍	✖
					☐	**NME**	**Numeracy English**	21/06/2018	▦	▾	Belmont Secondary 🔍	✖

3.3 Delete an Assessment Entry record

Occasionally, it may be necessary to delete an assessment record from this screen if it has been created in error. All other deletions should be managed on the Assessment History screen. Records that contain a mark should not be deleted, as the record is an important piece of evidence of a student's progress towards graduation.

1. Click in the checkbox beside the Assessment code.
2. Options > Delete.

4.0 Student Assessment History

Student assessment records can be reviewed and updated in the district or school view, for an individual student or for a group of students.

Assessment TT > Student Assessment ST > Assessment History for all students

Student TT > Assessments ST > for a specific student

4.1 Assessment History

Review all records for a specified assessment definition at *Assessment TT > Student Assessment ST > Assessment.*

1. Select the Assessment definition. All primary students with an assessment record for the assessment definition will be displayed.
2. Manage your field sets and select "Default Fields (NME)" to see all applicable fields of data for the Numeracy definition.
3. Use your filters to select students to view

4.2 Delete an Assessment History record

Occasionally, it may be necessary to delete an historical assessment record. Records that contain a mark should not be deleted, as the record is an important piece of evidence of a student's progress towards graduation.

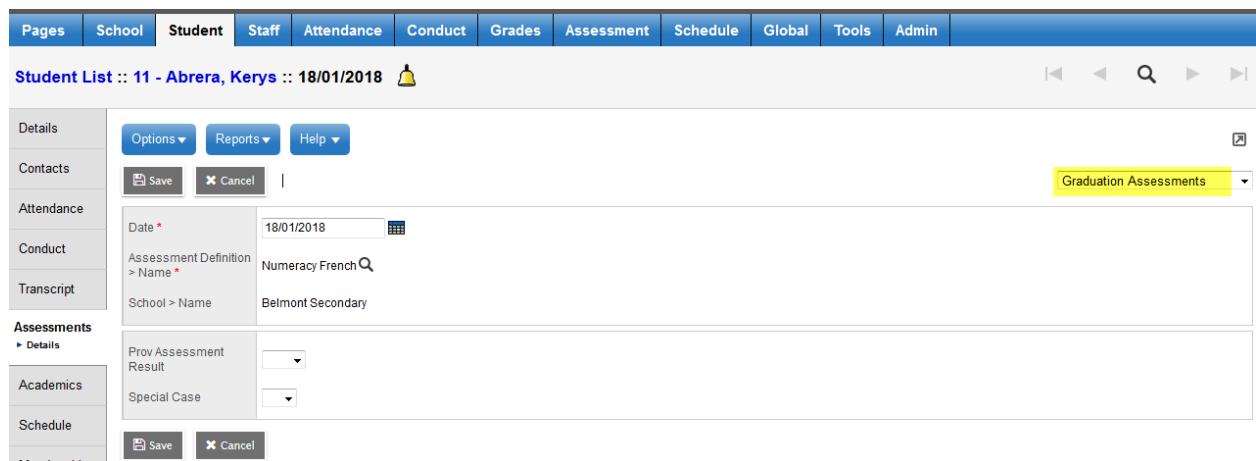1. Click in the checkbox beside the Student name.
2. Options > Delete.

4.3 Individual Student Assessment Records

A primary or secondary student's assessment records may be viewed by going to *Student TT > Assessment ST.*

1. Select the Assessment definition. All of the student's assessment records for the assessment definition will be displayed. If you don't select an assessment definition, then ALL of the student's assessment records will display, however you won't be able to select the field set to display the Graduation Assessment fields.
2. Manage your field sets and select "Default Fields (NME)" to see all applicable fields of data for the Numeracy definition.

4.3.1 Add an Assessment record for an individual student

1. Assessment records can be added for Primary students only. You must select an assessment definition before you can choose to Add a record.
2. *Options > Add.*
3. Select the "Graduation Assessment" template for the appropriate fields.
4. Enter the date. Save the record and the School name will populate.
5. Enter the Provincial Assessment result if available.
6. The Special Case field is used to receive information that is returned by the TRAX system. Possible values would be A – Aegrotat Standing, Q – Disqualified, or X – Incomplete.