



## CHS Assessment Principles Document

### **Our Assessment Philosophy**

The staff at Cochrane High School believes that the main purpose of assessment is to gather information about student progress to improve teaching and learning. Assessment provides students, parents, and teachers with an accurate picture of student performance in relation to the outcomes and specific objectives of the Alberta Program of Studies. All assessment is done in the service of student learning and with a growth mindset. Student assessment is cyclical in nature, meaningful, consistent, and timely. Our Principles are aligned with Rocky View Schools' Assessment Policy HK.

### **How do we assess?**

*Formative assessment* is where learning occurs and is the most crucial component. *Summative assessment* measures the level of mastery of this learning and is used primarily to accurately report to parents.

Formative assessment is the first step in assessment. It helps students answer the following questions:

1. Where am I going in my learning?
2. Where am I now?
3. How can I close the gap? (What do I need to do?)

Successful completion of formative assessments informs both teachers and students as to the likelihood of success on a summative assessment. Students should not attempt summative assessments without evidence of mastery.

### **Process for redoing assignments**

Ideally assessment is cyclical in nature. If the student has failed to demonstrate mastery on the summative assessment, then a redo *may* be in order.

*To respect difference in individual students and course content, all redoes are at the discretion of the individual teacher and in consultation with their Department. The following conditions apply to all redoes:*

- The highest mark will be the final mark. An average of the marks will not be used.

- It is the student's responsibility to inform the teacher if they wish to redo. This must occur within the timeline set out by the teacher.
- If a teacher denies a redo, a reason will be shared upon request.

Conditions such as the following *may* apply:

- Students must demonstrate evidence of understanding (formative) before being given the opportunity to redo. This may take a variety of forms including directing the student to a specific class during the 'Flex' block.
- Teachers may involve parents in the redo process.
- Students may be asked to reflect on themselves as learners or on the learning itself.
- The redo *may be different* than the original test/assignment.
- An NHI (Not Handed in) will be entered into Power School until the redo is completed. The NHI defaults to 0%. This placeholder will remain (in Power School Gradebook) until the work is completed and evaluated by the teacher.
- A redo may be offered *outside of class time* – including before school begins, noon hour, or after the school day concludes (teacher discretion)

At times, students may fail to successfully complete assignments and thus, not fulfil course requirements. If this occurs, the following conditions will apply:

- If a Grade 9 student does not submit enough material to allow for an accurate assessment of his/her achievement, Power School will indicate "INC" (Incomplete). Such a code would indicate that the teacher is unable to assess the student's progress in the course, and therefore may affect progress into the next grade.
- In senior high, if a student fails to successfully complete enough course content as per the Alberta Program of Studies, a failing grade will be the result and the student will not earn the credits attached to the course.

### **Reporting and Communication**

The staff of Cochrane High School believes that communication is central in everything we do. To that end, we understand that assessment feedback must be timely, specific, and accurate for our students and their parents.

- Marks will be updated on Power School on a biweekly basis
- All late assignments will be entered as 'NHI' (Not Handed in). The NHI default will be '0%' and will be changed once the student successfully completes and submits their work to their teacher.
- Parents will be contacted by teachers, in a timely fashion, if any issues arise. The purpose will be to work together toward the success of the student. Contact may be in a variety of forms including telephone, email, or in person.