

 <p>Cree School Board Commission scolaire crie</p>	<h2>Administrative Policy and Procedures on Student Evaluation</h2>	
	<p><b>Department responsible:</b> Education Services  <b>Effective date:</b> March 13, 2007  <b>Approved by:</b> Director General</p>	
	<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>• Council of Commissioners / Policy Resolution 2007-020</li> </ul>
	<p><u>Other Administrative Policies and References</u></p>	<ul style="list-style-type: none"> <li>• Student Promotion</li> <li>• Administrative Manual for the Certification of Secondary School Studies (MELS)</li> <li>• Basic School Regulations (MELS)</li> </ul>

**Articles in boxes identify the provisions adopted by the Council of Commissioners in a Board Policy.**

### 1) General Provisions

Purpose      **1.1.** This Administrative Policy explains the requirements applicable to Youth Sector students' summative evaluation within the Cree School Board.

Principle      **1.2.** The Quebec Ministry of Education, Leisure and Sport certifies students for graduation from Secondary School and awards students who meet the requirements of the Basic School Regulations with a Secondary School Diploma or a vocational diploma.

General Definitions      **1.3.** In this Administrative Policy, the following words or expressions mean:

- a) **Basic School Regulations:** regulations made by the government that, amongst other items, relate to:
  - i. establishment of rules on the evaluation of learning achievement and the certification of studies
  - ii. determination of the diplomas, certificates and other official attestation awarded by the Minister and prescribe the conditions under which they are to be awarded
- b) **Cycle-team:** a team of teachers and other professionals responsible for the success of students in a cycle of study;
- c) **MELS:** Ministère de l'Éducation, du Loisir et du Sport;

- d) **summative evaluation:** the evaluation that occurs at the completion of an extended series of learning tasks such as a course or a major segment of a course; summative evaluation is used to determine promotion and the granting of a Quebec Secondary School Diploma.

[Exam Types](#)

**1.4. The following are the different types of exams covered by the Policy:**

**A) UNIFORM EXAMINATIONS (MELS)**

Uniform examinations are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. Such examinations may also be set for subjects that are prerequisites for certain college programs. These uniform examinations are prepared for the June, August and January sessions. The MELS is responsible for developing uniform examinations and administering them to students under uniform conditions, on a date specified in the official calendar prepared by the Cree School Board.

**B) COMPULSORY EXAMINATIONS (MELS)**

Compulsory examinations are summative examinations used to evaluate learning in certain subjects that are not required for the certification of studies. The MELS is responsible for developing these examinations and administering them to students under uniform conditions, on a date specified in the official calendar. These examinations are prepared for the June sessions only. Schools are responsible for correcting the examinations and processing the results.

**C) COMPLEMENTARY EXAMINATIONS (MELS)**

Complementary examinations are summative examinations used to evaluate learning in compulsory or optional subjects and are offered to schools in order to prepare students and teachers for the administration of uniform examinations or compulsory examinations. These optional examinations are administered to students on a date specified in the official calendar. The date of an examination may be postponed but never brought forward. Schools that decide to administer a complementary examination on the date stipulated in the official calendar must use the examination in full. After this date, changes may be made to the examination on the condition that the teachers are notified. Examinations are corrected by the schools and a correction key and guide are provided by the MELS. These examinations are prepared for the June session only.

**D) REGIONAL EXAMINATIONS (CSB)**

Regional examinations are summative examinations developed by the Cree School Board Education Services and administered to students on a date determined by the Board.

**E) LOCAL EXAMINATIONS (Teacher prepared)**

Local examinations are summative examinations developed by the schools and administered to students on a date determined by the School Principal.

## **F) STANDARDIZED TESTS (CAT)**

Standardized tests are not summative evaluations and as such, cannot be used to determine student performance in a program. These tests are distributed by the School Board in order to gather long-term data on overall student performance in comparison with national norms. The data collected is used by schools to target specific performance weaknesses when preparing School Success Plans.

## **2) Elementary Level**

### Basic Rule

**2.1.** All uniform examinations, compulsory examinations, complementary examinations (determined by Education Services) and regional examinations are compulsory and must be administered to all elementary students without exception.

### Language

**2.2.** The Cree School Board prepares one compulsory language exam at the elementary level: cycle-three Cree, English Second Language, and Français langue seconde.

### Other regional exams

**2.3.** Education Services may provide other regional exams from time to time or on a regular basis.

### Marking

**2.4.** These exams are marked by the teachers using the marking guide provided. The marks are then forwarded to the person at Education Services designated by the Director of Education Services.

Since these exams are summative, the mark may be taken into account by the cycle-team for determining student promotion.

## **3) Secondary Level**

### Basic Rule

**3.1.** All uniform examinations, compulsory examinations, complementary examinations (determined by Education Services) and regional examinations are compulsory and must be administered to all secondary students without exception.

### Calendar

**3.2.** Education Services determines the calendar for exams in consultation with Guidance counselors and school administration.

### Sessions

**3.3.** MELS offers three (3) examination sessions each year: June, August and January. August and January exams are not open sessions and should not be considered as such, since,

- August exams are for students who attend summer school,
- and
- January exams are for schools that use semester systems.

### Archiving

**3.4.** The School Principal is responsible for ensuring that all student materials from exams are sent to the person at Education Services designated by the Director of Education Services for archiving for a period of one year.

[Rules](#)

**3.5.** Rules for the administration of all exams are detailed in the *Administrative Manual for the Certification of Secondary School Studies* from MELS which is updated annually. The same rules apply for exams prepared by the Board.

[Students with special needs](#)

**3.6.** Only students with *Individualized Education Plans* (IEPs), that specify accommodations in their programs *and* examinations, and who have been examined by these means in the past, will be considered eligible to write adapted compulsory exams.

[Reporting](#)

**3.7** Only marks for subjects with Local examinations and Regional Examinations should appear on a student's final report. The final marks for subjects with MELS examinations will appear on the official transcripts prepared by MELS.

## 4) Security

[Use of old exams](#)

**4.1.** For the purposes of security, no past or current examinations may be used for study purposes without the express written consent of the Director of Education Services.

## 5) Application of this Administrative Policy

[Previous provisions](#)

**5.1.** The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners' Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#)

**5.2.** The official version of this Administrative Policy and procedures is kept by the Secretary-General of the Board.

[Responsibility](#)

**5.3.** The Director of Education Services is the person responsible for the application of this Administrative Policy.