

#124855

STUDENT ASSESSMENT APPEAL PROCEDURE

The St. James-Assiniboia School Division believes that assessment informs instruction, increases student motivation, and promotes student learning. This assessment process offers the opportunity for meaningful communication among teachers, students, parents, and the community.

The Board is committed to supporting a balanced assessment and evaluation system that uses various forms of data for informed decision-making at the classroom, school, and board level.

Should a student or parent not understand an assessment result, believe that an error has been made, or feel that exceptional circumstances need to be considered, the following procedures shall be in place:

1. The student or parent will first approach the teacher requesting an explanation of how the assessment result was determined. If the explanation is unsatisfactory, the student or parents may request an explanation in writing. This written explanation will identify when the teacher was approached and outline how the assessment result was determined. The teacher will consult with the principal and retain a copy of the letter in the student's file.
2. If the teacher's written explanation continues to be unsatisfactory, the student or parent may, in writing, request that the Principal conduct an inquiry of the assessment result. The results of the Principal's inquiry shall be communicated to the student/parent in writing and a copy retained in the student's file.
3. If the Principal's findings continue to be unsatisfactory to the student or parent, a letter may be written to the Superintendent or designate outlining the concern and identifying that neither the teacher nor the Principal's explanation is satisfactory. The Superintendent or designate shall review the circumstances, discuss the findings with the principal and give direction for the assessment result. Where appropriate this change will be reflected on the student's permanent record. The Superintendent's or designate's decision shall be communicated to the student or parent.

Requests for assessment appeals will be accepted only up to three (3) months after the communication of the assessment result.

These appeal procedures shall be communicated to all parents at the beginning of the school year.

Former ICB-R

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24/JAN/95		08/MARCH/11	1 of 1
Motion 02-05-95		Motion 05-03-11	