



# **Evaluation & Reporting Plan**

## ***Standards & Procedures***

2025-26

# **Westwood Junior High School**

Updated: June 3<sup>rd</sup>, 2025

## ***INTRODUCTION***

Standards and procedures for the evaluation and reporting of student learning at Westwood Junior High School were prepared collaboratively by the principal and teachers. Their aim is to define specific actions when evaluating and reporting on student progress and achievement. This approach allows the entire staff to develop a common understanding of the school's evaluation and reporting practices and helps to facilitate the development of a parent information document early in the school year.

## ***FIELD OF APPLICATION***

The standards and procedures in this document apply to all grade levels. They cover each of the stages in the evaluation and reporting process, namely:

1. Planning for Evaluation & Reporting
2. Information Gathering and Interpretation (Student Learning)
3. Judgment
4. Decision/Action
5. Communication of Results

## ***GOVERNING BOARD***

The Governing Board was informed of the school team's work on standards and procedures for the evaluation and reporting of student learning on June 11<sup>th</sup> 2025.

## ***CHANGES***

Changes may be made to this document as new situations arise. The last update appears on the front cover of this document.

# 1. PLANNING For EVALUATION & REPORTING

Standards	Procedures
The planning of evaluation is done in compliance with the <i>Quebec Education Program</i> (QEP).	When planning for evaluation, our teachers will take into account the evaluation of knowledge, subject-specific competencies and general competencies, and work closely with the MEES's <i>Progression of Learning and Evaluation Frameworks</i> .
The planning of evaluation is a responsibility shared by the principal, grade-level or same-subject teachers and the individual teacher.	Teachers and administrators will meet once per year to discuss evaluation and reporting issues.  Teachers will incorporate team-planning decisions into their own classroom planning.
The planning for evaluation takes into account students with special needs on <i>Individual Education Plans</i> (IEPs).	In order to take into account, the specific situation of students with Individual Education Plans (IEPs), teachers – in collaboration with other school members and/or professionals involved – will include in their evaluation planning any <i>*Adaptations</i> or <i>**Modifications</i> required (as defined by MEES – see below).
A summary of the <i>Evaluation and Reporting Plan</i> is prepared for parents early in the school year.	The principal will ensure that parents are provided with information on the main types of evaluation that will be carried out and when they will take place during the school year. This information will be handed out to parents ( <i>or posted on school web site</i> ) early in the school year.

**\*Adaptation** involves making adjustments to learning and evaluation situations without modifying grade-level expectations/outcomes and what is evaluated. The student follows a regular program and is expected to take part in the same learning and evaluation situations as other students.

Examples:

Extra time on an exam/evaluation, support of a reader (except when reading competency is evaluated), taking an exam in a separate location, etc.

**\*\*Modification** involves making changes to learning and evaluation situations by modifying grade-level expectations/outcomes and what is evaluated. The student does not follow the regular program and is not expected to complete the same learning and evaluation situations as other students. The modified program brings changes to the number and complexity of learning and evaluation situations relative to the regular grade-level program.

Examples:

Assigning an easier task or situation that is different from that assigned to the other students, reading an exam to the student when the reading competency is being evaluated, etc.

*Important: The student must be given every opportunity to demonstrate the full extent of their learning within the regular grade-level program (with resources and supports in place) before consideration is given to changing the student to a modified program of study.*

## 2. INFORMATION GATHERING & INTERPRETATION (STUDENT LEARNING)

Standards	Procedures
The teacher is responsible for gathering and interpreting information and may occasionally involve other Professionals.	<p>Teachers will gather, record, and interpret <i>information about student learning throughout the term.</i></p> <p>During evaluation meetings, teachers will discuss and share their information gathering/interpretation practices (e.g., oral questioning techniques, rubrics, checklists, student work samples, tests/quizzes, etc.).</p> <p>Teachers will provide regular feedback to students - not always in the form of marks (e.g., conversation, informal meeting, notes, etc.)</p> <p>In the case of students with special needs, the resource teacher and/or Student Services Dept. professionals may assist classroom teachers in the gathering of information and its interpretation.</p>
Varied and sufficient information about student learning is gathered and interpreted.	<p>During evaluation meetings, teachers will come to a common understanding of what is considered as 'varied and sufficient information' of student learning.</p>
The interpretation of information is based on the evaluation criteria in the <i>Frameworks for the Evaluation of Learning</i> .	<p>Teachers will use evaluation tools based on the evaluation criteria in the <i>Frameworks for the Evaluation of Learning</i>.</p> <p>Teachers of a given subject will work closely to adopt a common interpretation of the requirements stemming from the Frameworks for the Evaluation of Learning.</p> <p>In the case of a student on a modified program, teachers will record in the Individual Education Plan (IEP) how the student will be evaluated.</p>

### 3. JUDGMENT

Standards	Procedures
For Terms 1, and 2 the teacher makes a judgment that reflects the knowledge and competencies that a student has acquired – based on the evaluations carried out during those terms.	<p>Teachers will use the <i>Progression of Learning</i> and the <i>Frameworks for the Evaluation of Learning</i> to make a judgment on student progress.</p> <p>In those subjects involving competencies, the principal and teachers will reach consensus on the competencies evaluated in Terms 1 and 2</p>
For Term 3, the teacher makes a judgment that reflects the knowledge and competencies that a student has acquired – based on the evaluations carried out during the term and may include evaluations that cover the student's learning as a whole for the year.	<p>Teachers will use the <i>Progression of Learning</i> and the <i>Frameworks for the Evaluation of Learning</i> to make a judgment on the attainment of knowledge and competencies.</p> <p>As per Ministry directives, teachers will evaluate all competencies in Term 3.</p> <p>In the case of a compulsory evaluation produced by MEES or the school board, teachers will use the accompanying evaluation guides.</p>

### 4. DECISION / ACTION

Standards	Procedures
During the school year, varied pedagogical practices are taken to support and enrich student learning.	Teachers will determine the type of supports and approaches necessary to meet the specific needs of their students. This may involve the help of the resource teacher and/or LBPSB Professionals.
At the end of <u>each</u> year, decisions are made, and actions planned to ensure that the student makes a smooth transition to the next school year.	<p>The principal and teachers will <i>set times for discussion and determine the information to be given</i> in order to ensure student learning is followed from one year to the next.</p> <p>The classroom and resource teachers will keep detailed records of the student with special needs' learning and determine the support measures needed for the following year.</p>

## 5. COMMUNICATION OF RESULTS

Standards	Procedures
An informal written communication is prepared and issued to parents to inform them early in the school year of their child's learning and behavior.	<p>The principal and teachers will select an appropriate communication tool (e.g., interim report) and distribute it to parents by <i>October 15<sup>th</sup></i> 2025.</p> <p>Westwood Junior High School will send out interim reports to parents on October 15<sup>th</sup>, 2025.</p>
3 <i>MEES Uniform Report Cards</i> - with regulated term weightings and set timelines for distribution - are prepared and issued to students and parents during the school year.	<p>The principal will ensure that all report cards are issued to students and parents by the following dates (as prescribed in the Basic School Regulation):</p> <p>Term 1 – by November 20, 2025  Term 2 – by March 15<sup>th</sup>, 2026  Term 3 – by July 10<sup>th</sup>, 2026</p> <p>Westwood Junior High School will send out to parents on the following dates:</p> <p>Term 1: Nov 13<sup>th</sup> Term 2: February 20<sup>th</sup> Term 3: June 26<sup>th</sup></p>
For Terms 1 and 2, subject-specific competencies are evaluated and reported on in accordance with the frequency of evaluation proposed by the teachers in consultation with the school principal.	<p>Teachers will work closely with the <i>Progression of Learning</i> and the <i>Evaluation Frameworks for the Evaluation of Learning</i> when determining grades for subject-specific competencies. The subject result is based on the competency weightings set by MEES.</p> <p>A minimum mark policy of 50% will be applied in Term 1, and a 30% minimum mark policy will be applied for Terms 2 &amp; 3 in Grade 7.</p> <p>A 30% minimum mark policy will be applied for Terms 1, 2 &amp; 3 in Grade 8.</p> <p>As needed, teachers will enter comments in Mozaik to indicate student strengths and challenges for each subject.</p>
As prescribed by MEES, all subject-specific competencies are evaluated and reported on in the 3 <sup>rd</sup> Term.	<p>Teachers will work closely with the <i>Progression of Learning</i> and the <i>Evaluation Frameworks for the Evaluation of Learning</i> when determining grades for all subject-specific competencies. The term subject result and final mark are based on the competency and term weightings set by MEES.</p> <p>As needed, teachers will enter comments in Mozaik to indicate student strengths and challenges for each subject.</p>

At the end of Term 3, teachers provide information for 1 of 4 General Competencies: <i>Exercises critical judgment, Organizes his/her work, Communicates effectively, Works in a team</i>	<p>Early in the school year, the principal and teachers will prepare an annual plan on the selection of <i>General Competencies</i> for each grade level.</p> <p>At the end of Term 3, teachers will report on 1 <i>General Competency</i> in the form of comments available in Mozaik (comments related to strengths and challenges).</p> <p>Term 3: Organizes his/her work</p>
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## 6. EXAMINATION PROTOCOL

Standards	Procedures
Secure collection and storage of School Board or MEES Examinations.	<p>Westwood Junior High School Administration will be responsible for collecting School Board or MEES examinations from the designated collection area.</p> <p>Exams will be transported directly to the school and stored in a secure location (vault) at the main office.</p>
Teachers are responsible for preparing their own class examinations.	<p>Teachers must ensure the following is completed at least 24 hours prior to an examination:</p> <ul style="list-style-type: none"> <li>• Attach a class list to the front of the exam envelope.</li> <li>• Include a class list for attendance inside the envelope.</li> <li>• Place an instruction sheet for the exam invigilator inside the envelope.</li> <li>• Write the date and time of the exam on the envelope with the invigilators name.</li> </ul> <p>Exam envelopes will be stored in the vault until the day of the exam.</p>
Responsibility of the invigilator	<p>Invigilators must collect the exam envelope between 15-30 minutes prior to the exam start time.</p> <p>Invigilators must read the instructions prior to the start of the exam.</p> <p>Invigilators must set up the classroom for the examination.</p> <p>Invigilators must take attendance at the beginning of the exam, attendance sheets will then be collected by support staff.</p> <p>Teachers will not invigilate their own class examinations.</p> <p>Invigilators must return the exam in the envelope to the main office upon completion.</p>

<p>Secure storage of examinations.</p>	<p>Class teachers will collect the exam envelope form the main office for correction.</p> <p>During correction, examinations should remain at the school for correction.</p> <p>Upon correction of the exam, exam envelopes should be returned to the main office for storage.</p> <p>End of Year examinations will be stored securely at the school for one school year.</p>
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