Graduation Assessments

October 2019 v1.4

Version History

Version	Date	Description
1.0	21 Sep 2017	Initial document
1.1	22 Nov 2017	Update screenshot to reflect current language. Added warning notes. Added section 5.0 with further instructions on how to use the date filters. Updated language for clarification
1.2	28 Mar 2018	Updated delete information
1.3	24 Apr 2019	Added hyperlinks to Table of Contents
1.4	6 Oct 2019	New Numeracy 10, Literacy 10 Assessments for 2018 Grad Program

Confidentiality

![British Columbia MyEducationBC logo] ![Fujitsu logo]

Table of Contents

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 four provincial Graduation assessment definitions. For the 2019-20 school year, the Grade 10 Literacy and the Grade 10 Numeracy assessment will be available . The Grade 12 Literacy assessment is expected to be available for the 2020-21 school year.

Description	External Code
Graduation Numeracy Assessment 10	NME10
Evaluation de Numeratie 10	NMF10
Graduation Literacy Assessment 10	LTE10
Evaluation De Litteratie – Premiere 10	LTP10

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, e.g. Default Fields (NME10) is available for Numeracy English; Default Fields (NMF10) is available for Numeracy French.

3.0   Graduation Assessment Entry

3.1 Enrol a Student to Write an Assessment

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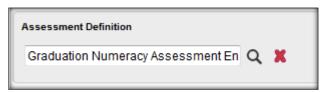
The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

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

Graduation Numeracy Assessment En 🔍 ✖

2. Select the students to enrol. Options available for selection are: Grade Level, Group, Query, Snapshot or Selection. For each student in the selection, any existing assessment records for this assessment definition appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*

Students

🖑 Select...   ✎ Clear

3. Enter the session 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 *
NME10	Graduation Numeracy Assessment 10	08/01/2020 ✖ 🗓

4. 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.
>
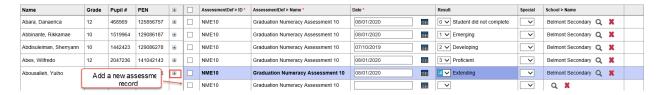> ## CTRL D / Fill-down will overwrite existing records!

3.2 Rewrites

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.

Name	Grade	Pupil #	PEN			AssessmentDef > ID *	AssessmentDef > Name *	Date *		Result		Special	School > Name	
Abara, Danaerica	12	468569	125856757	+	☐	NME10	Graduation Numeracy Assessment 10	08/01/2020	▦	0 ⌄ Student did not complete	⌄	⌄	Belmont Secondary 🔍 ✖	
Abbinante, Rikkamae	10	1519964	129086187	+	☐	NME10	Graduation Numeracy Assessment 10	08/01/2020	▦	1 ⌄ Emerging	⌄	⌄	Belmont Secondary 🔍 ✖	
Abdisuleiman, Sherryann	10	1442423	129086278	+	☐	NME10	Graduation Numeracy Assessment 10	07/10/2019	▦	2 ⌄ Developing	⌄	⌄	Belmont Secondary 🔍 ✖	
Abes, Wilfredo	12	2047236	141042143	+	☐	NME10	Graduation Numeracy Assessment 10	08/01/2020	▦	3 ⌄ Proficient	⌄	⌄	Belmont Secondary 🔍 ✖	
Abousalleh, Yuiho		Add a new assessme record		+	☐	**NME10**	**Graduation Numeracy Assessment 10**	08/01/2020	▦	4 ⌄ Extending	⌄	⌄	Belmont Secondary 🔍 ✖	
					☐	NME10	Graduation Numeracy Assessment 10		▦	⌄		⌄	🔍 ✖	

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

Abousalleh, Yuiho	09	787776	129806535	+	☐	NME10	Graduation Numeracy Assessment 10	08/01/2020	▦	4 ⌄ Extending	⌄
					☐	**NME10**	**Graduation Numeracy Assessment 10**	21/05/2020 ✕	▦	⌄	⌄

4.0   Review and Update Assessment Records

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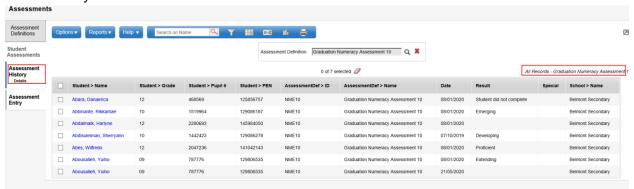
Assessment TT > Student Assessment ST > Assessment History for all students

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 (NME10)" to see all applicable fields of data for the Numeracy definition.
3. Use your filters to select students to view

Assessments

	Student > Name	Student > Grade	Student > Pupil #	Student > PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	Special	School > Name
☐	Abara, Danaerica	12	468569	125856757	NME10	Graduation Numeracy Assessment 10	08/01/2020	Student did not complete		Belmont Secondary
☐	Abbinante, Rikkamae	10	1519964	129086187	NME10	Graduation Numeracy Assessment 10	08/01/2020	Emerging		Belmont Secondary
☐	Abdalmalk, Harlyne	12	2280693	145984050	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
☐	Abdisuleiman, Sherryann	10	1442423	129086278	NME10	Graduation Numeracy Assessment 10	07/10/2019	Developing		Belmont Secondary
☐	Abes, Wilfredo	12	2047236	141042143	NME10	Graduation Numeracy Assessment 10	08/01/2020	Proficient		Belmont Secondary
☐	Abousalleh, Yuiho	09	787776	129806535	NME10	Graduation Numeracy Assessment 10	08/01/2020	Extending		Belmont Secondary
☐	Abousalleh, Yuiho	09	787776	129806535	NME10	Graduation Numeracy Assessment 10	21/05/2020			Belmont Secondary

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.

> **Note:** If an assessment record already has a mark in the Results or Special Case field
> DO NOT UPDATE OR DELETE the record!
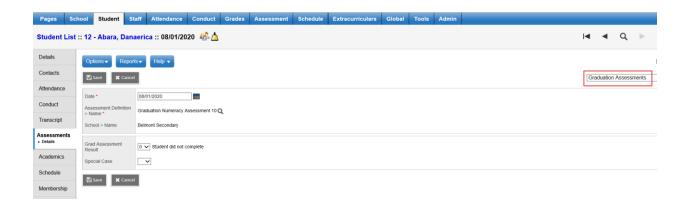
4.3 Individual Student Assessment Records

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 (NME10)" 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.
5. Save the record and the School name will populate.
6. Enter the Provincial Assessment result if available.

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, X – Incomplete or E – Exempt.
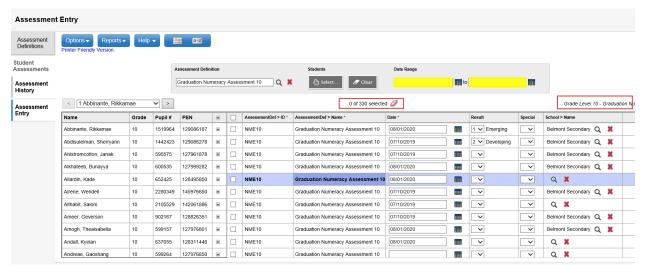
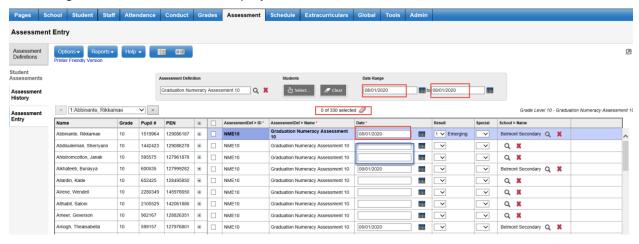# 5.0 Using the Date Range filters on Assessment Entry

Assessment TT > Student Assessments > Assessment Entry

To filter the display of existing assessment records, enter dates in the Date Range fields at the top of the page. MyEducation BC will display the assessment records within the date range specified *for the students selected*. For all of the other students *in the selection* a blank record is presented. To see all of the assessment records for the assessment definition chosen, leave the date fields blank. The display is limited to the students selected.

For example: A user has selected students in Grade 10. All Grade 10 students now appear on the screen. Some of the grade 10 students have assessment records for Jan 2017 and some have assessment records for Jun 2017 and some do not have any assessment records. Entering a date range will filter the records with dates within that range, and present a blank record for all of the other students in the selection.

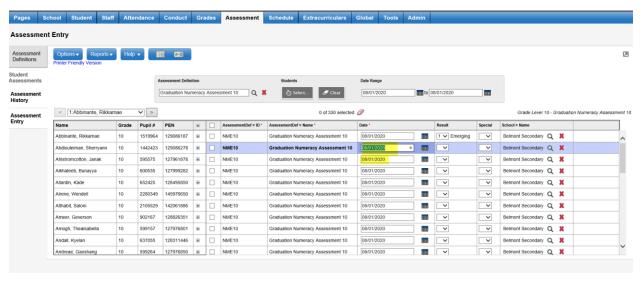Date range is blank - All records display, with dates
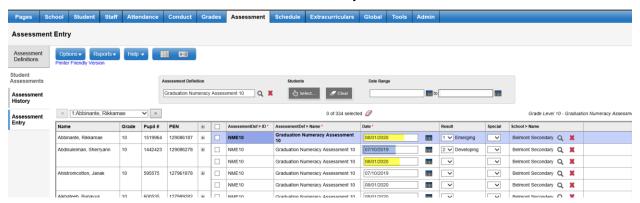

Date range is Jun 18, 2018 to Jun 22, 2018.

The same 310 records for the Grade 10 students are displayed. If the student does not have a record within the date range, a blank record is presented allowing for the entry of assessment dates. Any existing record outside of this date range are not affected and have been saved.

Dates are entered for the June session for the students. Entering an assessment date will create a new assessment record if the student already has a record with a different date.

Students now have two assessment records with different dates. The record count at the top of the list shows the increase in the number of records.