

**From:** Nancy Naylor  
Deputy Minister of Education

In follow-up to the March 31<sup>st</sup> Provincial Guidance memo on Continuity of Learning, I am writing to offer further information on assessment, evaluation and reporting practices for the remainder of the school year.

### **Mid-Year Marks for Graduating Students**

As a result of further discussion and collaboration with Ontario Universities' Application Centre (OUAC), marks for graduating students can be submitted by boards between April 23<sup>rd</sup> and May 1<sup>st</sup>. The ministry is continuing to collaborate with the college sector and will provide an update regarding marks to the Ontario College Application Service (OCAS) next week.

In determining mid-year marks for the admissions process, teachers may use evidence that reflects work completed prior to the school closure period, as well as provide opportunity for students to submit a missed and/or additional assignment to demonstrate their learning. Teachers can adjust the weighting of assigned tasks in their determination of a mark, if needed. Marks should represent the most accurate reflection of student work, based on what is reasonable and in the best interest of students during this time. In alignment with Growing Success, teachers will use their knowledge of curriculum expectations, context, evidence of learning, and methods of instruction and assessment to support their students in the current context.

The requirement to issue mid-year (March/April) report cards for all secondary students, including graduating students, is suspended for this school year.

The Ministry of Education is continuing to work with the post secondary sector, including OUAC and OCAS to support the admissions process and transition to post-secondary.

### **Final Report Cards for Elementary Students**

Final report cards are required for all elementary students.

Teachers will use assessment for learning (formative assessment) to gather evidence of how students are progressing in their learning and provide feedback to their students to support their continuous and ongoing learning.

In determining final grades and marks for the final report card, teachers will use the evaluation information gathered before March 13<sup>th</sup>. When in the best interest of students, we encourage teachers to include evidence of learning completed during the school closure period in their determination of final grades. Reporting on Learning Skills and Work Habits should also reflect information gathered prior to March 13<sup>th</sup>. Teachers should choose to include comments on the final report card if they feel that doing so would support the student's progress.

The Kindergarten Communication of Learning will be based on teachers' observations of key learning and growth in learning prior to March 13<sup>th</sup>. Teachers may choose to include comments on growth in learning demonstrated during the school closure period when it is to the child's benefit.

### **Final Report Cards for Secondary Students**

Final report cards are required for all secondary students.

Teachers will assign learning tasks, projects and culminating activities for both formative and summative purposes. Teachers will communicate results of these marked assignments to students. Results will be used by teachers to inform students' final course marks. In keeping with the understanding that marks should represent the most accurate reflection of student work, based on what is reasonable and in the best interest of students during this time, and in recognition of performance prior to March 13<sup>th</sup>, teachers can adjust the weighting of assigned tasks in their determination of a final mark as needed.

Reporting on Learning Skills and Work Habits should reflect information gathered prior to March 13<sup>th</sup>. Teachers should choose to include comments on the final report card.

### **Civics and Citizenship and Career Studies Half-Credit Courses**

For students enrolled in Civics and Citizenship and Career Studies half-credit courses in the second semester, their final mark for the half-credit course underway at the time of school closures will be based on work completed as of March 13<sup>th</sup>. Where appropriate, teachers may adjust this mark in the best interest of students to be a more accurate reflection of their learning. Students are not required to complete any further culminating assignment for this course.

On April 6<sup>th</sup>, students should begin work on the other half-credit course.

### **Provincial Policy**

The ministry wants to acknowledge that *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010* is the province's assessment, evaluation and reporting policy. In recognition of current circumstances, elements of this policy have been adjusted to support educators and students, as outlined in this memo.

In closing, I would like to express my thanks and appreciation for your continued efforts to support the best interest of students during this difficult time.

Sincerely,

Nancy Naylor