

Administrative Procedure 202: Final Exams and Assessments

The Good Spirit School Division (GSSD) has established guidelines for final exams and assessments, which are important for ensuring that all students are evaluated fairly and consistently. Here's a summary of these guidelines in a way that's easy for parents and students to understand:



Why It's Important:

- Assessments help understand how well students are learning and ensure that grades are equitable and consistent across all schools in the division.
- They focus on a balanced approach, including both ongoing assessments (formative) and final evaluations (summative), to support diverse learning needs.

Comprehensive Final Exams:

- These are detailed exams at the end of a course, covering everything learned.
- They are used for grades 10-12 in English, Math, and Science.
- Students can request to take a final exam if it's not already part of their course.
- The importance of these exams is to capture a full understanding of the course material.
- The experience of writing finals prepares students for post-secondary educational opportunities.

Weighting of Final Exams:

- Final exams contribute a specific percentage to the final grade: 10% in Grade 10, 15% in Grade 11, and 20% in Grade 12.

Scheduling and Planning:

- Schools need to plan and submit their final exam schedules in advance.

Support for Students:

- Plans for supporting students taking finals, or alternative assessments, are made with input from parents/guardians, Student Support Services and the classroom teacher.

Special Cases:

- Some courses, particularly at the senior level, require preparation for provincial exams.
- Provisions are made for situations like bad weather or student suspensions to ensure students can complete their exams.

Communication and Compliance:

- Teachers will inform students and parents about their assessment plans, including how much final exams will count towards the final grade.
- Administrators will check that teachers are following these guidelines.

This Administrative Procedure is crucial because it ensures that student learning is measured accurately and equitably, helping prepare students for their future educational and career paths. It recognizes the importance of diverse assessment methods and supports students' diverse learning styles and needs.

 gssd.ca/division/administrative-procedures