# Appendix A: Technical Guidance for Assessment, Evaluation and Reporting for 2019-20 School Year

| **Clarification** | **Intended Outcomes:**  **Student Management System** | **Intended Outcomes:**  **Provincial Report Card** | **Intended Outcomes:**  **Ontario Student Transcript** | **Intended Outcomes:**  **OUAC and OCAS** |
| --- | --- | --- | --- | --- |
| **Standard notation on all report cards** | [no content in table cell] | For all report cards and the Kindergarten Communication of Learning, schools will use the following statement in the board use section: “*This report card is for a reporting period that included provincially-mandated school closure from March 13, 2020 – June 30, 2020*.” | [no content in table cell] | [no content in table cell] |
| **Distribution of Providing provincial report cards** | [no content in table cell] | School boards should determine the appropriate means for sending the report card to students and families, either in paper or electronic copy at the end of the school year in June, giving consideration to issues such as privacy, security and safety. Paper copies should be provided at the parent’s request when schools re-open. | [no content in table cell] | [no content in table cell] |
| **Using “I” for Grade 11 and 12 students for whom there is not enough information to assess or assign a final mark. This may include students who are at risk of failing. This is not applicable to students who receive a final passing mark.** | Record “I” on final report card  Subsequent attempt(s) at course will be recorded with the course code and mark | Course code and “I” in lieu of a final mark  Subsequent attempt(s) at course will be recorded with the course code and mark | Courses for which there is an “I” will not be recorded on the Ontario Student Transcript until completion of the subsequent attempt(s) | In the case of students who had a mid-year mark uploaded to post-secondary application centres and who are assigned the code of "I" for the final report card, the mid-year mark will stand if there is no final mark can be used by school boards in order to complete the entry for that course.  When the student completes the course in a subsequent attempt, their final mark will be included in the following upload. |
| **For students enrolled in Grade 11 and 12 courses for whom there is not enough information to assess or assign a final mark and choose to withdraw from the course after May 6 deadline.** | Drop the course from student’s timetable and choose not to “post to transcript” | The course will not appear on the student’s final report card | The withdrawal of the course will not be entered into the Ontario Student Transcript | The course will be seen as a drop and this removes the entire record (mid-term and final) so that the student isn’t penalized for midterm or final mark. |
| **Noting the waived community involvement hours requirements for graduating students who did not have the opportunity to complete 40 community involvement hours** | Record the total number of hours that a student has earned to-date; and  note the following in the “For School Use” section: “For the 2019-20 school year, the requirement to complete 40 hours of community involvement has been waived by the Minister of Education." | Record the total number of hours that a student has earned to-date; and  note the following in the “For School Use” section: “For the 2019-20 school year, the requirement to complete 40 hours of community involvement has been waived by the Minister of Education." | Check the N/A box on the Ontario Student Transcript to indicate exceptional circumstances who did not complete the requirement and who are graduating this year. | These waived graduation requirements will not impact recognition of high school completion |
| **Noting the waived literacy requirements for graduating students for students who did not have the opportunity to complete the literacy requirement** | Completion status of N/A | Include the following standard note in the “For School Use” section: *“Due to exceptional circumstances, the Minister has waived the literacy graduation requirement for the 2019-20 school year.”* | Check the N/A box on the Ontario Student Transcript to indicate exceptional circumstances who did not complete the requirement and who are graduating this year. | These waived graduation requirements will not impact recognition of high school completion |
| **Granting SHSM diploma if components of the program not completed** | Each student management system has devised a mechanism where boards can override SHSM/OSSD requirements for students impacted by school closures and award the SHSM/OSSD with missing components. | The overridden SHSM/OSSD requirements will not impact recognition of SHSM completion on the Ontario Report Card | The overridden SHSM/OSSD requirements will not impact recognition of SHSM completion on the OST  The SHSM Record Card will only print requirements that were met | The overridden SHSM/OSSD requirements will not impact recognition of SHSM completion |
| **Dual Credit**  **Earning secondary school credit and college credit**  **Relevant for college-delivered dual credits** | 1. Principal enters final mark for college-delivered dual credit course as provided by college instructor. 2. College indicates that student did not pass college-delivered dual credit, withdrew from course, or provides incomplete code rather than percentage mark. Principal enters secondary credit using prior learning process and PLE code in consultation with Student Success Team, student and parent (if applicable). | 1. Principal enters final mark for college delivered dual credit course as provided by college instructor. Report card will indicate that the secondary and college credit has been granted 2. The principal may provide a PLE (Prior Learning Equivalency) course code with an EQV as percentage to award the secondary credit on the report card. | 1. Indicate successful completion of the college course and will indicate that the secondary and college credit has been granted 2. The principal may provide a Prior Learning Equivalency (PLE) course code with an EQV in the percentage column of the OST to award the secondary credit | 1. No impact on admissions 2. PLE code has no impact on admissions. This is currently used in system for PLAR.   NOTE: under scenario 2 the student earns only the secondary credit but not the college credit. |

The ministry has had initial conversations with vendors. School boards and vendors will continue to work together to implement these changes as outlined.