

ADMINISTRATIVE PROCEDURE 362

ACHIEVEMENT TESTS AND DIPLOMA EXAMINATIONS ANALYSIS AND REPORTING**Background**

HPSD believes that there will be improvement to instruction and student learning if teachers and administration analyze the results of achievement tests and diploma examinations and implement appropriate action plans based on these analyses.

Procedures

1. Teachers of subjects in which there are achievement tests or diploma examinations will prepare and submit to the Principal an analysis of the students' results. The format that will be used is included in the Forms Manual.
2. Action plans based on these analyses will be prepared by those teachers involved in providing instruction in the areas tested. (Action plans for Grade 3 will be prepared by Grades 1, 2 and 3 teachers; those for Grade 6 by the Grades 4, 5 and 6 teachers; those for Grades 9 by the Grades 7, 8 and 9 subject area teachers; and those for Grade 12 by the Grades 10, 11 and 12 subject area teachers.)
3. The Principal will analyze five-year trend data and present this analysis to the school staff and the Superintendent in the format outlined in the Forms Manual.
4. The Principal will incorporate any actions derived from the analysis of five-year trend data into school goals.
5. Each teacher and Principal will keep a copy of analyses, reports and action plans on file so that a longitudinal record of instructional improvement can be maintained.

Reporting of the results to inform the stakeholders will be done in the following manner:

1. Within one month of receiving results on achievement tests and diploma exams:
 - a. The Superintendent will prepare a report that compares HPSPD's results to provincial results to be circulated to the trustees and the media.
 - b. Principals will present a report to their school councils comparing school exam results to provincial results.

Note: In cases where fewer than five students have written an examination, results are not to be released.

2. Principals will include information regarding their school's results to the provincial results for that year and their five-year trend analysis in their annual reports to the Superintendent.
3. Individual achievement test results for each student will be made available to their parent or guardian and a copy placed in the student files.

HPSD Forms

[362A - Achievement Test & Diploma Examination Analysis & Reporting \(Item Analysis Action Plan\)](#)

[362B - Achievement Test & Diploma Examination Analysis & Reporting \(Interpreting Five-Year Trend Results\)](#)

[362C - Achievement Test & Diploma Examination Analysis & Reporting \(Results Analysis by Subject\)](#)

[362D - Achievement Test & Diploma Examination Analysis & Reporting \(Analysis of Provincial Diploma Examination Results\)](#)

[362E - Achievement Test & Diploma Examination Analysis & Reporting \(Diploma Examination Results by Subject\)](#)

[362F - Achievement Test & Diploma Examination Analysis & Reporting \(Participation Rates\)](#)

[362G - Achievement Test & Diploma Examination Analysis & Reporting \(School Mark Advantage\)](#)

[362H - Achievement Test & Diploma Examination Analysis & Reporting \(Interpretation of Results\)](#)

REFERENCES