



Administration of Locally Marked Standards Tests

The Park West School Division will strive to meet the guidelines as dictated by Manitoba Education for the implementation and reporting of results of the Provincial Standards Tests. The Park West School Division recognizes the support needed at the school level to allow the administration of the locally marked standards tests to be as effective as possible and minimize the disruption of the regular instructional day. As a result the School Division will follow the guidelines as identified below:

1. Locally marked standards tests will be marked jointly in one central location (as determined by the Superintendent/CEO during regular school hours).
2. As marking of tests creates a unique professional development activity it will be expected that all teachers of the subjects and grades tested will be involved in the marking process. Exceptions may be made for colony/small schools where there are less than five students writing. Other exceptions are subject to the approval of the Superintendent/CEO.
3. Reimbursement for travel will be at the divisional rate. Meals will be provided by the division.
4. In the event that a part-time teacher is required to mark full-time, that teacher will be reimbursed as per the Collective Agreement for extra time worked.

Local Marking Coordinator

- One coordinator will be appointed for each locally marked test.
- Teachers who would like to be considered should indicate their interest to the Superintendent/CEO through the principal.
- Should there be no volunteers for the position; a teacher will be appointed by the Superintendent/CEO.
- All expenses related to this position not covered by Manitoba Education will be reimbursed by the Division.

Release of Marks

Release of marks will be in accordance with the following guidelines:

1. Parents will be notified of their child's results through the regular scheduled school reporting process. Where this is not possible, reporting will take place through a separate letter.
2. Reports will include the student's score.



3. Parents may request a re-read within one week of results released.
4. Should a re-read be required there will be a fee of Twenty-five dollars (\$25.00) assessed by the division. The re-read mark, whether higher or lower than the original score, will be the student's final mark.
5. Parents wishing to see their child's booklet may do so upon making a request to the principal at a conveniently scheduled time, staff will review the booklet with the parent in an area in the school designated for this to occur. Booklets will remain the property of the Park West School Division and will be stored at the school for a period of five years.
6. As it is the expectation that test results are to be used in student planning and achievement, students, under teacher direction, will review their test booklet(s) during regular class time whenever possible.
7. Locally marked test results may be released on a Division-wide basis. Individual school results shall not be released.