
SECONDARY SCHOOLS COMMITTEE ~ OCASC
MEETING MINUTES

Meeting Date: May 23, 2013

Meeting Location: Fisher Park School Library
250 Holland Avenue, Ottawa

Recorded By: Rong Sun, Chair

ATTENDANCE

Name	School	Role (SSC Rep, Council Member, Parent, etc.)
Rong Sun	Lisgar Collegiate	SSC Chair
Nadine Clarke	Canterbury	SSC Past Chair, SSC Rep.
Elaine Vininsky	Glebe	SSC Rep
Nicola Hemstock	John McCrae	SSC Rep, SSC Rep on OCASC
Bessie Giovanopoulos	Sir Robert Borden	SSC Communications Officer
Sue Carswell	South Carleton	SSC Vice Chair, SSC Rep on OCASC
Ainslie S. Wigas	Earl of March	SSC Rep
GUESTS		
Pino Buffone	OCDSB	Superintendent, Curriculum Services
Barry Bickerton	OCDSB	System Principal, Secondary
Steve Massey	OCDSB	System Principal, Student Success
Regrets		
April Boomer	AY Jackson	SSC Secretary

MEETING LOCATION

Fisher Park School Library

MEETING START

Meeting Commenced: 7:05pm by Chair, Rong Sun of Lisgar Collegiate
 Ainslie and Sue passed minutes of last meeting.

SPEAKER SUMMARY

Before the meeting, a summary of questions was sent to the Curriculum Services Department for updates and other issues on Student Assessment and Evaluation. See Appendix A.

OCDSB, Pino Buffone, Barry Bickerton, Steve Massey

Consistency of the A&E approach:

- Measures have been taken to assist teachers to convey clear messages and adopt consistent approaches of A&E.
- Instructional coaches work directly with teachers and school administration. They provide workshops to teachers about A&E, there are integrated system wide networks of teachers for exchange of common understanding and best practices.
- 10/26 secondary schools have instructional support for the Student Success initiative.
- Templates are available to help teachers:
- Develop assessment plans
- Tracking student performance and engage them in the conversation of the A&E process
- Annual Professional Development Day for department heads to communicate, exchange, and share common issues, best practices, and technology integration for A&E.
- PD days for teachers to discuss A&E topics
- OCDSB has started to encourage teachers to discuss/share their own practice and receive feedback from other teachers, including those about A&E.
- Anticipated publication of the revised curriculum policy document around September 1013 to provide a board level guidance.

Student Confusion around the A&E approach

- Some students may not fully understand the A&E if they have not been exposed to the approach.
- Teachers are encouraged to be transparent about the A&E approach and be responsive to student needs.
- The target is to have sufficient communication channels to inform students, and multiple A&E methods to facilitate learning. E.g., summative evaluation would be an ongoing learning and feedback cycle for student learning.
- School policy should outline how students comply with the A&E procedures. Parents may wish to provide input to the school improvement plan should there be specific concerns around A&E.
- If parents and teachers know student confusion exists, they may wish to collaboratively help the student to understand the A&E rubric, A&E guide, and provide/go through sample work for better understanding, and mapping out the curriculum documents to understand the expectations
- Teachers and the department heads are accountable to ensure the students are clear about the A&E approach and expectations

Student Test Results

- For standardized tests, students will not get the results back. E.g. EQAO tests, DELF tests
- Examination in the context of a classroom should be considered assessment for learning, students should be provided with the results.
- Final exams are administered at the end of the semester, teachers may not be able to provide test results. Discussion with the teacher is necessary.
- The school board is not aware of liability issues around providing classroom test results to students.

Plain Language Parent Guide on A&E

- The Curriculum Department presented a draft parent A&E guide for feedback, SSC members provided inputs
- It is anticipated that the Parent A&E Guide would be revised accordingly and be published in the new school year.

- The Curriculum Services is also planning on translating the Guide into multiple languages for better parent awareness.

OCASC REPORT

- Funding from OCASC for 2013-2014 SSC outreach and meetings is approved.

ELECTION

SSC Election Results for the 2013-2014 School Year:

- Chair: Rong Sun
- Vice-Chair: Sue Carswell
- Secretary: April Boomer
- Associate Secretary: Elaine Vininsky

NEXT MEETING

Until the new school year. Notification will come.

MEETING AJOURNED

9:10pm

Appendix A:

Secondary Schools Committee Meeting

Questions for A&E Discussion on May 23, 2013

Status update – What is the current status of the implementation of the new assessment and evaluation approach? (A brief refresher on assessment and evaluation approach at OCDSB is appreciated)

Parents are generally aware that OCDSB has implemented the new A&E approach. However, there are a number of concerns:

1. **Parent awareness** – what information is available to help parents understand the new assessment and evaluation approach? Normally we are given a document to read – this is proven to be less effective. Parents are in need of a resource addressing some fundamental questions about what is being assessed and evaluated, what does an assessment look like, and how are the student assessments and evaluations being marked. We were told there was a pamphlet or an “Assessment and Evaluation 101” cheat sheet – this would increase awareness among the parent community, will the Board produce and make such resource available?
2. **Student confusion** – it is not uncommon that the students are not clear about what and how they are being assessed and evaluated. In some cases the students feel their marks do not reflect their performance, in other cases the students lose marks because of the lack of clarity on assessment and evaluation. While this situation is somewhat handled at the individual teacher or school’s level, the board also has an important role in putting in place mechanisms to ensure students get clear messages on what and how they are being assessed and evaluated. What is the board doing to help teachers and schools to reduce student confusion on assessment and evaluation? Who is accountable? How do we know whether student confusion on assessment and evaluation is minimized?
3. **Consistency** – this is not a new issue, parents are very concerned about the consistency of assessment and evaluation among teachers, and between schools. While subjectivity is inevitable when teachers assess and evaluate their students, consistency in A&E across the Board is an important aspect to ensure reliability and fairness. Again, while this situation can be somewhat handled at the individual teacher or school’s level, the Board also has an important role in supporting teachers and schools with best practices and evidence, and a board-wide strategy in improving consistency of assessment and evaluation is necessary. What is the board doing on this front? Who is accountable? How do we know whether the consistency of assessment and evaluation is improved?
4. **Specific issues on student access to their test paper** – Teachers have different approaches when handling the students’ test paper. Some provide students with the original copy for review, but some refuse to do so due to “liability” issues. If assessments are for learning, students should have access to their own test papers to during their review process. Again, the approaches are very different from teacher to teacher. What is preventing some teachers to give students access to their own test? Is there a board policy indicating that teachers should /are obliged to withhold students’ tests? What is the general guideline at the board level? Is there anything can be done to enable student access to their own tests?