

STUDENT REPORTING

Background

Global Education's policy for reporting student progress is based upon regulations authorized by the Ministry of Education and Child Care for Non-Resident Learners and Global Education directives.

The policy for reporting student progress is based upon regulations authorized under the *School Act*, Ministerial Orders and Global Education directives. Parents will be provided with regular written reports of student progress in accordance with [Ministerial Order 191/94](#).

Procedures

1. Guidelines

- 1.1. Reporting practices used by teachers shall be in accordance with Ministry of Education and Child Care regulations for non-resident learners. The Director is responsible for establishing reporting practices in accordance with Ministry and Global Education policies and procedures.
- 1.2. Report card formats and symbols shall be in accordance with Ministry policies for non-resident learners.
- 1.3. Online Learning course outlines and requirements shall be in accordance with the BC curriculum and shall be made available to students in Moodle and made available to the homeschool.
- 1.4. Teachers are responsible for establishing criteria for a grading system, based upon a clear statement of the important learning standards of each course and subject, and for reporting ongoing and final achievement status in terms of these important learning standards.
- 1.5. The Director shall develop a written procedure regarding evaluation and reporting, in accordance with [Policy 305 – Assessment: Principles and Standards](#).
- 1.6. Reporting of student performance is the responsibility of the teacher as approved by the Director. Reporting practices used by teachers shall be in accordance with Ministry and Global Education policies and procedures.
- 1.7. Formats and symbols for communicating student learning and symbols shall be in accordance with Ministry policies and procedures.
- 1.8. Secondary course outlines and requirements shall be in accordance with learning standards and shall be made available to students, in writing, in advance of instruction and, upon request, to parents/guardians and the home school.

- 1.9. Grades 4 to 12 students shall be informed of the methods by which their performance will be evaluated in accordance with the guiding principles and standards for fair student assessment.
- 1.20. Students, parent/guardians and the home school have a right to appeal grades and placement assigned. Such appeals shall be in accordance with [Policy 101 – Complaint Resolution and Appeal Process](#).
2. The “I” Letter Grade in Elementary and Secondary in accordance with [Ministerial Order 192/94](#)
 - 2.1. The letter grade “I” is defined in Ministerial Orders as “In Progress or Incomplete”. It is used to alert parents that a student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. The use of the symbol “I” is intended to address the individual needs of students by acknowledging what the student has achieved in a particular reporting period and what areas require further attention and support to reach minimal expectations.
 - 2.2. An “I” may be assigned at any time during the school year and is not restricted to term reports.
 - 2.3. The assignment of the “I” letter grade is intended to permit the student to continue working toward the expected learning outcomes for the course or subject. The teacher shall provide a written plan of action to the student and home school administration. The plan should cite the areas in which the student requires further attention, the time period for completion of the requirements; and, a date of review for an evaluation of the student’s performance. Parents/guardians must be given an opportunity to consult with the teacher regarding the written plan.
 - 2.4. An “I” shall not be used as the final letter grade for a course. An “F” may be assigned only after an “I” has been previously assigned for that course, subject or grade.
 - 2.5. Guidelines governing the conversion of the “I” letter grade are as follows:
 - 2.5.1. When an “I” is assigned on the first term or semester report, the “I” must be converted to a term letter grade:
 - 2.5.1.1. Before the next formal report card is issued. This process must be followed in each subsequent reporting period. At the discretion of the Director, an “I” letter grade may be carried over in the next term or report.
 - 2.5.1.2. If an “I” is assigned on the year-end final report, the “I” must be converted to a final letter grade in a timely matter and no later than the first day of classes in the following September.
 - 2.5.2. The Director may determine a timeline for conversion of the “I” grade to a letter grade.

3. Provincial Letter Grades Order – Term Reports

The letter grades and their meaning in this Order are set out for use in student progress reports for Grades 4 through 12 in accordance with [Ministerial Order 192/94](#).

Term Reports

- A = The student demonstrates excellent or outstanding performance in relation to expected curricular competencies for the course or subject and grade.
- B = The student demonstrates very good performance in relation to expected curricular competencies for the course or subject and grade.
- C+ = The student demonstrates good performance in relation to expected curricular competencies for the course or subject and grade.
- C = The student demonstrates satisfactory performance in relation to expected curricular competencies for the course or subject and grade.
- C- = The student demonstrates minimally acceptable performance in relation to expected curricular competencies for the course or subject and grade.
- I = (In Progress or Incomplete) The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected curricular competencies. An "I" letter grade may only be assigned in accordance with section 3.
- F = (Failing) The student has not demonstrated, or is not demonstrating, the minimally acceptable performance in relation to the expected curricular competencies for the course or subject and grade. The letter grade "F" may only be assigned if an "I" (In Progress) letter grade has been previously assigned for that course or subject and grade.
- W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student the director of instruction in charge of the program may grant permission to a student to withdraw from a course or subject.

4. Provincial Letter Grades Order – Final Reports

The letter grades and their meaning in this Order are set out for use in student progress reports for Grades 4 through 12 in accordance with [Ministerial Order 192/94](#).

Final Reports

- A = The student demonstrates excellent or outstanding performance in relation to expected curricular competencies for the course or subject and grade.
- B = The student demonstrates very good performance in relation to expected curricular competencies for the course or subject and grade.
- C+ = The student demonstrates good performance in relation to expected curricular competencies for the course or subject and grade.
- C = The student demonstrates satisfactory performance in relation to expected curricular competencies for the course or subject and grade.
- C- = The student demonstrates minimally acceptable performance in relation to expected curricular competencies for the course or subject and grade.
- I = (In Progress or Incomplete) The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected curricular competencies. An "I" letter grade may only be assigned in accordance with section 3.
- F = (Failed) The student has not demonstrated the minimally acceptable performance in relation to the expected curricular competencies for the course or subject and grade. F (Failed) may only be used as a final letter grade if an "I" (In Progress) letter grade has been previously assigned or the "F" is assigned as a result of failing a provincially examinable course.
- W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student or director of instruction in charge of may grant permission to a student to withdraw from a course or subject.

5. Provincial Letter Grades Order

Percentage of Courses

Where the letter grades in Table 1 are used to indicate student performance in courses numbered 10, 11, or 12 for students to whom [Ministerial Order 192/94](#), the Graduation Program Order, applies, percentages as set out opposite the letter grades in Table 1 must also be used in term and final student progress reports.

Letter grades are as follows for:

Table 1: Letter Grades

A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59
F	0-49

Policy 302

Legal References:

School Act Sections 6, 10, 17, 18, 19, 20, 22, 23, 65, 79 and 85

Ministerial Orders 192/94, 191/94, and 302/04

[Handbook of Procedures for the Graduation Program](#)

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