



**Department: Programs and Services**  
**Section: Programs and Student Services**

1. The results of external tests/assessments will be used only as one measure to assess the effectiveness of the teaching/learning process.
2. External tests/assessment results may be used at the school, regional or provincial level to establish baselines, and to track program success or improvements in student achievement over given time frames.
3. External tests/assessments are never to be used as the primary measure of student achievement, but should be viewed as only one indicator of student achievement. When such results are reported or used, other measures should also be reported to provide a broad and balanced view.
4. External tests/assessment results may be used only as one indicator of school effectiveness or school improvement. The results from such assessments should be reported as only one indicator, and not be viewed as the most important. Other indicators should be used in conjunction with external test/assessment results when reporting on school effectiveness or school improvement.
5. External tests/assessment results will be released only under the authority of the Director of Programs and Services and be communicated in an informed manner "in context." Any persons or groups receiving information or results from external tests/assessments will receive sufficient information to understand the context and the critical issues, merits, and problems associated with such assessments.
6. Public disclosure of external test/assessment results will take place only after the Board and/or Education Committee have/has reviewed the results with the Director of Programs and Services.
7. External tests/assessments will not be used to measure teacher competency, to compare schools, or to compare individual students.
8. Only legal guardians, teachers and other Board professional educational staff should have access to individual student results.
9. The results of external tests/assessments will not be reported on student report cards except as required by the Department of Education, or as deemed appropriate by the AVRSB.
10. Schools/teachers will participate in any training/professional development required for the development and administration of such external tests/assessments as required by the Department of Education, or as deemed appropriate by the AVRSB.
11. These administrative procedures will be monitored on an annual basis.

**Monitoring:**

- The Director of Programs and Services shall be responsible for the implementation, monitoring and revision of the administrative procedures.
- The Board's Education Committee, principals, students, parents and parental organizations, and other appropriate groups/individuals will be consulted when revisions or major significance are made to the policy and administrative procedure.

- Sufficient time will be provided to ensure groups and/or individuals have appropriate opportunity to react to any report which recommends significant revisions as a result of the monitoring of policy and procedure.
- The Director of Programs and Services will ensure the results of the monitoring of the policy and administrative procedures are recorded in writing and forwarded to the Superintendent of Schools for review.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** July 25/03  
**Ref:** BP 402.10  
**Monitoring Date:** Annually  
**Revised:**