



# **Policies and Procedures for Provincial Tests**

2012/2013





POLICIES AND PROCEDURES  
FOR PROVINCIAL TESTS

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*Ce document est disponible en français.*

Available in alternate formats upon request.

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## 1.0 Introduction

This document outlines the policies and procedures related to the registration of students, and the administration, local marking and reporting for provincial tests. It is one of a series of documents:

- *Policies and Procedures for Provincial Tests*
- *Information Bulletin* (one per subject area)
- *Administration Manual* (one per subject area)
- *Marking Guide* (one per provincial test)

Links to these documents and related documents are available on the Manitoba Education website at <[www.edu.gov.mb.ca/k12/assess/tests/index.html](http://www.edu.gov.mb.ca/k12/assess/tests/index.html)>.

## 2.0 Provincial Tests

Provincial tests are developed, administered, and marked in collaboration with classroom teachers who are knowledgeable and experienced in teaching the subject and grade level being assessed.

These criterion-based tests are intended to provide pertinent information about each student's knowledge and skills in relation to learning outcomes as set out in provincial curriculum documents. They count for 30% of students' final course grades for language arts, and up to 5% of students' final course grades for applied, essential, and pre-calculus mathematics (for 2012/2013 only).

To ensure the validity, reliability, and fairness of the provincial tests, every effort has been made so that

- their content is consistent with the learning outcomes set out in the provincial curriculum documents (content validity)
- the method used to collect information about student performance and the strategies used to evaluate student responses are applied consistently. Tests are constructed to reflect consistency in content, form, and standards (reliability)
- all students are given an equal opportunity to demonstrate what they know and can do as part of the assessment process. Adaptations to test materials and administration procedures are available for students, including those with learning or physical disabilities, to allow them to demonstrate their knowledge and skills, provided the adaptations do not jeopardize the integrity or content of the test. Every reasonable effort is made to develop and administer tests that are free from bias related to gender, culture, and other characteristics that are extraneous to the purpose of assessment (fairness)

## 3.0 Registration

Schools register students for provincial tests near the beginning of each semester using a web application (Provincial Test Student Registration).

It is the responsibility of authorities of the school granting the course credit to ensure students are registered for and participate in provincial tests, irrespective of the course delivery method used.

### 3.1 Eligibility and Requirement to Write Provincial Tests

#### 3.1.1 Students Required to Write Provincial Tests

Provincial tests are mandatory for students enrolled in schools and seeking credit in the applicable 40S courses according to school program, as presented in the table below. Tests are written in the designated language of instruction for that course or subject area.

<b>Mandatory Provincial Tests by School Program</b>		
<b>School Program</b>	<b>Mathematics*</b>	<b>Language Arts</b>
<b>English</b>	Applied Mathematics (40S) Essential Mathematics (40S) Pre-Calculus Mathematics (40S)	English Language Arts (40S)**
<b>Français</b>	<i>Mathématiques appliquées (40S)</i> <i>Mathématiques au quotidien (40S)</i> <i>Mathématiques pré-calcul (40S)</i>	<i>Français langue première, 40S : Langue et communication</i>
<b>French Immersion</b>	<i>Mathématiques appliquées (40S)</i> <i>Mathématiques au quotidien (40S)</i> <i>Mathématiques pré-calcul (40S)</i>	<i>Français langue seconde – immersion, 40S : Langue et communication***</i>

\*Mathematics

- There is a separate test for each mathematics course.
- For the 2012/2013 school year, the mathematics provincial tests may count for up to 5%.

\*\*English Language Arts

- There is one test common to the three courses: Transactional Focus (40S), Literary Focus (40S), and Comprehensive Focus (40S). If a student is enrolled in more than one of these courses, the provincial test mark is applied to one course only. The final grade in the other courses is 100% school-based.
- The English language arts (40S) provincial test is optional for students in the Français and French Immersion programs and may be administered to those students at the discretion of school authorities.

\*\*\**Français langue seconde*

- *The Français langue seconde – immersion, 40S : Langue et communication* provincial test is optional for students in the English program and may be administered to those students at the discretion of school authorities.



Students following alternative programs such as the International Baccalaureate or Advanced Placement must meet Manitoba High School graduation requirements, including attaining credits in 40S mathematics and language arts courses. Therefore, the requirement to write provincial tests applies equally to these students.

Students, including those who qualify for exemptions, must be registered to write provincial tests if they are taking or retaking a course to which a test applies, they have no provincial test mark on record for the course, and they are enrolled in

- public schools and funded independent schools
- institutional programs
- alternative education centres or continuing education programs, including Adult Learning Centres
- a school whose students are studying through a web-based course, television, or other alternate delivery method (e.g., Teacher Mediated Option – TMO) [Students wishing to write a test off-site in the presence of the instructor may do so – see section 5.0.]
- a school as exchange students seeking Manitoba Grade 12 credits
- non-funded independent schools or First Nations schools, and seeking Manitoba Grade 12 credit in the course to which a provincial test applies

For some students

- adaptations to test administration conditions may be granted (see section 3.3)
- an exemption from writing a test may be granted, by the school or the Department, depending on the circumstances (see section 3.4)

Provincial tests are scheduled at the end of both semesters: January, and May or June of each school year. Schools are to schedule courses to end as close to the scheduled provincial test date as possible so that students required to participate may do so at the scheduled date and time. This includes schools following alternative schedules (e.g., Copernican system).

### 3.1.2 Students Eligible to Write Provincial Tests

Students who are eligible but not required to write a provincial test may participate formally or informally at the discretion of school authorities. This includes students who are

- summer school or evening school students who earned a 40S credit
- exchange students not seeking Manitoba Grade 12 credits
- students enrolled in First Nations and non-funded independent schools who are not seeking Manitoba Grade 12 credits
- home school students
- Independent Study Option (ISO) students completing the course through the Distance Learning Unit (including granting of the course credit)
- students who have already participated in a test with a mark on record

**If students participate formally**, they need to be registered to write the provincial test through a school and participate according to normal procedures, including having a MET number. These students are subject to regular test administration and marking procedures and the Department will include their results with the school and school division results.

**If students participate informally**, they do not need to be registered to write the test. The school can use extra materials normally provided to them. No marks are submitted to the Department for these students.

### 3.1.3 Students Not Eligible to Write Provincial Tests

Provincial tests are not applicable to “M-designated,” “L-designated,” and “E-designated” (i.e., 40M, 40L, 40E) courses, and to Essential Mathematics 45S V and 45S VI.

Students graduating from the Senior Years Technology Education Program may choose to fulfill the Grade 12 mathematics and/or English language arts requirements with Accounting Systems and/or Language and Technical Communications. There are no provincial tests associated with these courses. Note that students pursuing a dual diploma must satisfy all of the requirements associated with both programs, including participating in provincial tests.

## 3.2 Rewriting a Provincial Test

A student may rewrite a provincial test at any future administration of the test after course requirements have been fulfilled, whether currently enrolled in the course or not. This provision also applies to students who missed writing the provincial test (e.g., due to illness) and wish to have a provincial test result on record (see section 4.1). Students choosing to rewrite a test are subject to the normal registration, administration, marking, and reporting processes. No costs apply to rewriting a test. There is no limit to the number of times a student may rewrite a provincial test.

When a student rewrites a provincial test, the higher result becomes the student's official provincial test mark. There is only one provincial test mark for each student in each subject. Any resulting change to a course mark must be reported to Student Records.

Note that a student retaking a course is not required to rewrite the associated provincial test. If the student would otherwise be required to participate in a provincial test (see section 3.1.1), the final grade for the course must include the provincial test mark weighted at 30%, whether the student chose to rewrite the test or not.

## 3.3 Adaptations to Provincial Tests

Manitoba Education is committed to equity of opportunity and fairness to students. Every reasonable effort is made to enable students to demonstrate learning in relation to the learning outcomes set out in the curriculum documents in the subject area that is being assessed.

### 3.3.1 Procedures for Requesting Adaptations

**Requests for adaptations are made at the time of registration when entering student data using the web application (Provincial Test Student Registration). Adaptations must be requested separately for each student for each test.**

Adaptations requested should parallel, as much as possible, any school adaptations that are used on an ongoing basis to assist the student during instruction and assessment activities provided that such adaptations do not jeopardize the validity of the test or create inequities in test administration procedures. Requests are treated confidentially. More than one adaptation may be requested for a student.

All adaptation requests made on behalf of a student must be made with the full knowledge of parents/legal guardians or the student if he/she has reached the age of majority.

In addition to a reason for each adaptation (e.g., deafness, visual disability), whether the adaptation being requested is ‘regular’ (normally used in the classroom) or ‘additional’ (being requested just for the test) must be indicated.

All adaptation requests require departmental approval. Schools are informed of the Department’s decision in writing, with the following information

- whether the request has been approved
- if approved, any implications for test administration and marking

Prior to administration of the test, an adaptation may be requested or revised **after the registration process**, should circumstances concerning a student change.

For questions regarding adaptations, dial the corresponding number as listed below.

Test	Telephone	Toll-Free 1-800-282-8069
Applied Math	204-945-4035	ext. 4035
Essential Math	204-945-3411	ext. 3411
Pre-Calculus Math	204-945-7590	ext. 7590
English Language Arts	204-945-6044	ext. 6044
<i>Français langue première</i>	204-945-3935	ext. 3935
<i>Français langue seconde – immersion</i>	204-945-3935	ext. 3935

### 3.3.2 Adaptations

<b>Subject</b>	<b>Adaptation</b>
All	<p><b>Use of a computer or Braille writing device (101)</b></p> <p>The use of a computer may be granted under the following conditions:</p> <ul style="list-style-type: none"><li>■ spell-check and/or grammar check are disabled</li><li>■ work is saved on a removable memory device at the end of each test session and left with the supervising teacher</li><li>■ work saved on the hard drive must be deleted</li><li>■ a printed copy of the students' answers must accompany the test booklets</li></ul> <p><i>*Note: The use of a <b>computer</b> is not an adaptation for Applied Mathematics.</i></p>
All	<p><b>Specially printed assessment instruments (102)</b></p> <p>Braille and large-print versions of the test can be provided by the Department upon request. Identify the required format in the request. Alternate marking sheets will be provided as needed.</p>
All	<p><b>Additional time (103)</b></p> <p>The total time should not exceed twice the scheduled time for any session. Continuous supervision is required during the extended periods.</p>
All	<p><b>Supervised breaks/increased number and shorter sessions (104)</b></p> <p>Each session must be continuously supervised. In addition, in jurisdictions where required, test booklets must be sent to the local marking site by 4:00 p.m. on the last day of the test.</p>
All	<p><b>Alternative settings outside the classroom with continuous supervision (105)</b></p> <p>A student may write the test in another location within the school. The student <b>must</b> be continuously supervised by a teacher or a paraprofessional who is familiar with all of the testing procedures.</p>
All	<p><b>American Sign Language (ASL) (106)</b></p> <p>Certified American Sign Language interpreters should be used to assist students who rely upon ASL as a primary means of communication. In any situation involving an ASL interpreter, it is expected that</p> <ul style="list-style-type: none"><li>■ cross-cultural interpretation will not include asking leading questions</li><li>■ suggestions or explanations will not be provided to the student</li><li>■ spelling, punctuation, and grammar will be the responsibility of the student</li></ul>
All	<p><b>Reading aloud outside the classroom (108)</b></p> <p>Students who are granted this adaptation <b>must be accommodated in another room</b>. The test instructions and/or test questions and/or texts will be read aloud to the student by a supervising teacher or a paraprofessional. The supervisor will not be allowed to provide clarification, interpretation, rephrasing, or translation.</p>
ELA and Français	<p><b>Reading aloud outside the classroom (108)</b></p> <p>This adaptation is available <b>only</b> to students with a <b>diagnosed</b> reading disorder or visual impairment that interferes with the ability to decode/read written text, and who routinely receive this adaptation in the classroom. When requesting this adaptation, indicate whether the diagnosis was made by a physician or clinician (e.g., reading clinician, psychologist).</p>

## Subject Adaptation

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<b>All</b>	<b>Scribe (109)</b> <p>This adaptation allows for writing assistance for a student</p> <ul style="list-style-type: none"><li>■ who experiences difficulty with fine motor coordination</li><li>■ who has other physical disabilities resulting in illegible handwriting</li><li>■ whose disability inhibits the physical ability of writing</li></ul> <p>It is intended for students who normally require a scribe in the classroom or who have recently been incapacitated. Students who are granted this adaptation <b>must be accommodated in another room.</b></p> <p>The scribe is allowed during all sections of the test. The scribe must write exactly what the student offers. The scribe may reread the student's response to the student. Only the student may edit or rephrase responses.</p>
<b>ELA</b>	Note the following implications for marking: The writing task will not be assessed on grammar, spelling, capitalization, and punctuation.  Alternate test materials and/or marking sheets will be provided, as needed.
<b>Français</b>	For the writing task, all components of the <i>Respect des règles de la langue</i> with the exception of <i>grammaire</i> and <i>orthographe</i> will be assessed.
<b>All</b>	<b>Other (199)</b> <p>Provide a detailed description of the adaptation and an explanation of why it is requested.</p>

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### 3.4 Exemptions from Provincial Tests

All students required to write provincial tests must be registered for the tests, including those who qualify for exemptions (see section 3.1.1).

#### 3.4.1 Procedures for Exemptions

Exemptions must be determined on an individual student basis and for each test separately. The decision to grant or request (see section 3.4.2) an exemption should be made with the full knowledge and signed consent of the student's parent/guardian, or the student if the student has reached the age of majority.

The names of students exempted and the reasons for the exemptions, as well as exemption requests, must be submitted at the time of student registration for provincial tests using the web application.

An exemption may be requested or revised after the registration process by contacting the Department (see section 11.0).

### 3.4.2 Reasons for Granting an Exemption

Departmental approval is not required for exemptions under the two categories below. However, the Department reserves the right to request additional information about the exemptions.

#### Emotional/psychological condition or circumstance (Code 60)

- Student has an emotional or psychological condition or there are circumstances causing emotional or psychological problems.

#### *Francisation – élève parlant peu ou pas français* (Code 63)

- Student is enrolled in *Francisation* and speaks little or no French.

**Note: This reason is applicable only to students enrolled in the *Français* program where the language of instruction of the course is French.**

Departmental approval is required for all other exemptions under the category below.

#### Other reason (Code 69)

- Other reasons specific to the provincial test and based on special needs (e.g., auditory impairment, visual impairment, physical disability) for which an adaptation is not available for the provincial test.

These requests will be automatically sent to the Department by the web application for review. The reason provided must be detailed enough for the Department to evaluate the request. Schools will be informed of the Department's decision in writing.

**Note: Provincial tests do not apply to students in a 40E, 40L, or 40M course; therefore, students in these courses should not be registered for provincial tests (see section 3.1.3). Since these students are not to be registered for these tests, exemptions do not apply.**

### 3.4.3 Reasons for which Exemptions are Not to be Granted

The following reasons are **not** appropriate to exempt students from provincial tests in 40S courses to which a provincial test applies.

- Modified curriculum (As noted above, if the student is in an "M-designated" course the test does not apply.)
- Student's curriculum/program has been adapted. (Note: Adaptations do not change the learning outcomes. Adaptations to the testing procedure to accommodate student needs can be requested, but an exemption from the provincial test due to such adaptations is not appropriate unless the adaptation required goes beyond what is available for the test.)
- Student is a low achiever, significantly behind peers, or has difficulty reading and writing.

- Student is an EAL (English as an additional language) student registered in 40S courses. (Note: If an EAL student is working toward the regular 40S credit, he or she will need to write the provincial test. Adaptations to the test procedure, such as additional time, may be requested.)
- Student has not completed the course. The *Administration Manual* provides information about deferring the provincial test.
- Student is taking technical/vocational courses within the Senior Years Technology Education Program. (Note that a student in the Technology Education Program taking a course to which a provincial test applies is required to write the associated provincial test subject to the regular policies and procedures. Students seeking a dual diploma are subject to all of the requirements for each program.)

#### 3.4.4 Exemptions Due to Disrupted Test Administration

If a test session is interrupted (e.g., due to a fire alarm) such that students have an opportunity to discuss test content in a manner that compromises test validity, the students involved should be exempted and the Department must be notified (see section 11.0).

#### 3.4.5 Determining a Final Grade for Students who are Exempted or Excused

Once an exemption is granted, it is the school's responsibility to assess the student and assign a final grade. The student's report card must indicate that there is "no mark" for the provincial test.

## 4.0 Administration

Principals must ensure that tests are administered in accordance with administration procedures in the prescribed time frame and in such a way as to avoid the possibility of collusion among students. Principals are responsible for ensuring that test materials remain secure and unopened until test administration. Further information is provided in the administration manual.

### 4.1 Missed Provincial Tests

#### 4.1.1 Student Absences

Students who are absent on the day(s) of a provincial test or who are unable to complete (all or part of) the test due to circumstances beyond their control (e.g., sudden illness, death in the family, family crisis, incapacity resulting from an accident) are governed by school or school division policy concerning student absences during final tests (e.g., requirement for a physician's note explaining illness). Reasons for excused absences are documented on the student's *Demographic Data Form* provided with the test materials or on the form *Students without a Demographic Data Form*.



Since provincial tests cannot be rescheduled outside of the specified administration dates, schools will have the responsibility of providing a final course grade to students for whom the school has granted an excused absence. Schools will be responsible for indicating that the final mark reflects school-based assessment and evaluation practices only, and for indicating on these students' report cards that there is "no mark" for the provincial test.

Students who are absent **without** a legitimate reason or who formally refuse to write any part of a provincial test (by their own or by parental choice) will receive a mark of 0% for the parts of the test missed. Decisions regarding the legitimacy of reasons for being absent or late (see section 4.2) are at local discretion and should follow local policy and practice as well as this document.

Students who are suspended at the time of test administration may participate at local discretion. The school is responsible for all arrangements. Suspended students who do not participate receive a mark of 0% for the test. (See the administration manual for further information about student absences.)

#### **4.1.2 Severe Weather/School Closures/Buses Not Running**

Students are excused from a provincial test and assigned a school-based mark for a course when they are unable to write a provincial test at the prescribed time due to

- school closures
- school buses not running as a result of inclement weather
- other similar circumstances

"No mark" for the provincial test should be indicated on these students' report cards. In such an event, advise the Department of the circumstances in writing (see section 11.0).

Normally, disruptions to instruction occurring prior to a provincial test are not grounds for excusing or exempting students from a test. Extreme circumstances should be communicated in writing to the Department (see section 11.0).

**Note: Students who miss a provincial test may write the test at a future administration date (see section 3.2).**

## 4.2 Late Arrivals/Leaving the Room

### 4.2.1 Late Arrivals

For each test, there is a time after administration begins at which students arriving late may be permitted to write the test. Unless otherwise stipulated in the administration manual, the following procedures apply to late arrivals.

- Students who arrive late but within the first half of the normal duration of test administration are allowed to write that test. In this case, the supervising teacher may allow the student additional time corresponding to the amount by which the student was late, if the teacher believes this is appropriate given the particular circumstances.
- Students who arrive after the halfway point of any test session are not permitted to write and are considered absent (see section 4.1.1).

### 4.2.2 Leaving the Room

Unless otherwise stipulated in the administration manual, the following procedures apply to students leaving the room prior to the scheduled completion of a provincial test.

- A student leaving the room temporarily must be supervised.
- Students must remain in the room until at least the halfway point of the scheduled test session.

## 5.0 Alternate Writing Sites

Students who are required to be away from their regular school site or outside Manitoba to participate in a special provincial, national, or international event (e.g., educational, cultural) during the administration of a provincial test should write the test at an alternate site. This may also be applied to students whose teachers are at distance, such as those receiving alternate course delivery methods within the province (web-based, Teacher Mediated Option, etc.). Final responsibility for the administration and marking of the exam remains with the jurisdiction in which the student is enrolled.

To establish an alternate writing site, principals must make a written request to the Department **no later than eight weeks prior to the test administration date** (see section 11.0). In most cases, the Department covers the costs of sending test materials to and from alternate writing sites. In cases where costs for alternate testing sites are considered excessive, school jurisdictions may be asked to reimburse the Department.

Principals making such a request are responsible for

- making all the necessary arrangements to ensure that the provincial test is written during the scheduled time period under the prescribed conditions
- identifying a writing site (educational institution)

- receiving approval from the site manager at the alternate writing site (e.g., principal)
- identifying and arranging for appropriate supervision (e.g., classroom teacher, principal)
- ensuring that the test supervisor at the site is prepared to administer the test under the prescribed conditions

## 6.0 Local Marking of Provincial Tests

Superintendents of school divisions and principals of independent schools are responsible for ensuring that provincial tests are marked and results are reported according to prescribed procedures and guidelines.

Provincial tests are locally marked and individual student results are reported locally. Training sessions and/or training materials related to the marking and reporting of results will be made available to teachers by Manitoba Education.

The Department provides a marking guide containing answer keys, scoring rubrics, and exemplars of scored responses. This document assists with the training of local markers and serves as a guide for local marking sessions.

The Department provides financial support to funded independent schools and to school divisions for each test that counts as a provincial test. However, all associated materials must be returned to the Department on time. The purpose of the funding is to compensate teachers or provide for release time for marking the tests. This funding goes to the jurisdiction in which the students are enrolled.

## 7.0 Cheating and Plagiarism

Cheating and plagiarism result in a provincial test mark of 0%. It is the responsibility of school or divisional authorities to investigate allegations of cheating or plagiarism and to judge whether such a case has occurred. Cases need to be reported to the Department using report forms provided with the test or marking materials, or by writing a letter (see section 11.0).

## 8.0 Provincial Test Reread Policy

As the reporting of individual student scores on locally marked provincial tests is the responsibility of each local jurisdiction, the reread policy for these tests is determined locally.

Should a reread be requested for a test booklet that has been sent to the Department as a part of the sample for the feedback on the marking process, the Department will return a photocopy of the test booklet upon request.

## 9.0 Return of Provincial Tests to Students

Whether test booklets are retained by school divisions or returned to students is a matter to be addressed and determined by the records management policy of each school division. For further information concerning the recommended records retention schedule, please consult the *Guidelines on the Retention and Disposition of School Division/District Records* available on the Manitoba Education website at [www.edu.gov.mb.ca/k12/docs/policy/retention/retention.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/retention/retention.pdf).

The test booklets sent to the Department as a part of the sample for the feedback on the marking process will be returned to schools within three months of test administration. Returned booklets are devoid of grades, marks, and comments to ensure an unbiased marking/reread process.

## 10.0 Reporting Provincial Test Results

### 10.1 Communicating Results to Students

The Grade 12 provincial tests count for 30% of the student's final course grade for language arts, and for up to 5% of the student's final course grade in the mathematics courses (for 2012/2013 only). When showing final grades on report cards and in school files, provincial test results must be indicated separately from final course grades.

### 10.2 Communicating Results to the Department

Following local marking, local jurisdictions submit to the Department all completed scoring sheets for students whose test results will count as a provincial test mark. The Department provides data capture services and divisional and school reports to school division superintendents and independent school principals. Reports are typically delivered within three months of test administration.

### 10.3 Departmental Reporting

The Department prepares a report for each jurisdiction based on the re-marking of a sample of test booklets at the Department. The report contains information regarding the degree of agreement between marks allocated locally and those awarded from central marking of the jurisdictional sample.

## 11.0 Contact Information

The following contact information must be used for corresponding with the Department, according to the test subject.

<b>Test Subject</b>	
Mathematics/ <i>Mathématiques</i> and English Language Arts (all programs)	<i>Langue et communication, Français langue première et Français langue seconde – immersion</i>
Coordinator, Assessment Unit Instruction, Curriculum and Assessment Branch 1567 Dublin Avenue Winnipeg MB R3E 3J5 Fax: 204-948-2442	Directrice, Direction des services de soutien en éducation – Section Évaluation Bureau de l'éducation française 309-1181 Portage Avenue Winnipeg MB R3G 0T3 Fax: 204-948-3234







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