



## 5.11 Student Evaluation and Reporting

### 5. Students - Administrative Procedure Manual

The Pine Creek School Division follows the Manitoba Provincial Report Card Policy and Guidelines in regards to the following:

- Preparation and Distribution
- Reporting Academic Achievement and Learning Behaviors
- Report Card Sections
- Local Options and Reporting

Follow link for the Manitoba Provincial Report Card Policy and Guidelines

[http://www.edu.gov.mb.ca/k12/assess/docs/report\\_card/index.html](http://www.edu.gov.mb.ca/k12/assess/docs/report_card/index.html)

Reporting at all Grade levels will include two separate components:

1. Information that indicates academic progress and achievement for each course or subject area. This is to be represented by evaluation code or percentages as established by the division and in keeping with provincial regulations. As of the 2012-13 school year, the format of the evaluation code or use of percentages will be according to the standards of the provincial report card. It is not to include punctuality, attitude, behavior, effort, attendance or work habits.
2. Anecdotal, personal comments which describe various aspects of student performance such as attitude, behavior, punctuality, attendance & work habits written in an accurate and objective manner.

Final marks are to be weighted in a manner where they reflect the amount of time placed on specific areas within the curriculum. This weighting is to be determined before the beginning of the course and is to be included in course outlines submitted at the beginning of each year. A variety of assessment strategies are to be used.