

## Evaluation

Your teacher will prepare 3 report cards for your child this year. The information for these reports will come from various sources including observations during CHEK Activity Days, home visits, and works samples that you will submit.

### Work Samples

You will need to work out a sample collection plan with your teacher that suits your needs. Some options for submission of work samples include:

- Photocopies
- Original copies
- Scanning original copies and sending electronically
- Taking digital pictures and sending electronically
- Taking electronic samples (from scanning or pictures) and loading onto a CD or a flash drive
- Your teacher coming to your home with a camera or scanner and taking the samples they wish to have

There is a list following this that outlines the types of samples you should submit for every subject. Please ensure that you submit work samples that have been marked and graded. Your teacher may not have all required manuals to do the marking.

### Learning Log/Subject summaries

It is very helpful for your teacher to have at least 1 term summary of what your child has been learning in different areas during the term. This is especially true for non-core subjects that may not have a lot of formal work to be submitted. If you can please provide your teacher with a summary of your child's learning in these areas, field trips taken, discussions had, and areas of growth you have observed, it would be very helpful. A form has also been included here, also, if you would like to have input to your child's grade for each subject that you can recommend to your teacher.

### Assessment of Progress

There has been a discussion under core subjects regarding specific strategies for compiling a term grade for your child. Please reference these.

In general, though, there are various ways a teacher determines your child's progress.

First of all, they will determine if you have covered certain outcomes. If you complete activities in this curriculum package, you will cover all required outcomes

Secondly, they will determine how well your child knows the outcomes. In objective courses, such as math, hard evidence such as math tests are useful in this. Most other subjects are more difficult. They will look at all the work samples to determine if your child knows the content in various ways:

- 1 – Not meeting expectations
- 2 -- Minimally meeting expectations
- 3 – Fully meeting expectations
- 4 – Exceeding expectations

There are quick scales for reading and writing that are included in this package that outline specific performance standards for each of these categories. Your teacher may refer to them in your report card, so you will want to make yourself familiar with them.

Grades

Once your teacher determines that outcomes have been met, a grade will be given for the subject. Grades will be determined through marked activities, tests, and project completion grades that vary for each subject. Grades will be weighed with each other to come up with a final grade. The following explains the parameter for the letter grades that are given in a course:

Reporting Guidelines

Letter Grade	Percentage	Comments
A	86-100	The student demonstrates <b>excellent</b> or outstanding performance for the course or subject and grade
B	73-85	The student demonstrates <b>very good</b> performance for the course or subject and grade
C+	67-72	The student demonstrates <b>good</b> performance for the course or subject and grade
C	60-66	The student demonstrates <b>satisfactory</b> performance for the course or subject and grade
C-	50-59	The student demonstrates <b>minimally acceptable</b> performance for the course or subject and grade
F	0-49	The student has <b>not demonstrated minimally acceptable</b> performance for the course or subject and grade
IP	N/A	The student is <b>making progress</b> , but requires additional time to meet expected learning outcomes.

## Evaluation and Communication

At CHEK, we use a web-based record system called ENCOM. It will track the courses your child is taking, the outcomes they have met; it will record your teacher's comments, and will contain your child's report card. You will need to familiarize yourself with this program. At the beginning of the year you will receive a username and password. Once you have received those, follow these directions to log on and navigate through the system.

1. First of all, go to the website at: <http://chek.onlineschool.ca/> Save this as a bookmark for future reference!!
2. Secondly, input your username and password. You should get a little window that asks if you wish to remember the information. Click "yes" as this will enable you to simply click on "Log In" every other time you visit the site.
3. Once you are in, you will look at a list of the students you have enrolled with CHEK. It will list your child(ren)'s name(s). Click on the child whose information you wish to view.
4. You will then be looking at a box called "student user actions". These are all the options you have and the various information you have access to.
5. If you want to see the learning plans, click on "Student Learning Plan". The learning plans for all the subjects will automatically come up for you with some options at the top.
6. If you want to see the learning outcomes for any subject, click on "Learning Outcomes". This is a little more complicated. You will have a narrow box come up at the top of the screen that says "Select a Subject". Click on the dropping arrow and a list of optional subjects come up. Click the desired subject. Then another narrow box will come up. It will ask you to select a "Division" Click on the dropping arrow and select the appropriate grade categories. Finally, the last narrow box will ask you to "select a grade". Click on the dropping arrow again, and select the proper grade for the subject that your child is working on. At this point, all the outcomes for that grade and subject will come up. Each outcome will have little boxes on the right hand side. As your child completes outcomes, the boxes will be checked off fully or completely. The little paper icon is available for both you and I to write comments in. So, if you did a field trip that you believe accomplished a certain learning outcome, click on the little piece of paper, and write your comment in the parent box. **Don't forget to scroll down to the bottom to save the changes!**
7. When the time comes for report cards, I will let you know when they are available. At that point, in the selection box, click on "Report Card". Your child's name and grade will come up. Click on this year's grade. You will then get a box that gives you three options. You may choose "course marks", in which you will be able to have a quick view of my comments for each subject, as well as the grade. If you choose "organizer summary", you will get the same comments and grade, but also more detail as to how your child did in various categories of the subject. Finally, if you choose "Learning Outcomes", you will get all the outcomes you see on the other page and the related scores for those. Generally, people choose the "course marks" option and print it off for their records.