



**PEMBINA TRAILS**  
**COLLEGIATE**



50 Frontier Trail  
Winnipeg, MB R3Y 2H1



204 489 8989



[www.pembinatrails.ca/ptcollegiate](http://www.pembinatrails.ca/ptcollegiate)

### **The Assessment Process @ PTC**

Dear PTC students and families,

As you know we use a whole child approach to teaching and learning at PTC. During our celebration of learning events, we have explained the assessment process and students demonstrated their own individualized learning. As we continue this assessment journey, and we approach the end of semester one, we will engage in an assessment week on Monday June 16 to Thursday June 19th and Friday June 20th will be an assessment review day. There are no scheduled classes for these days and students only attend for their scheduled assessments. Students should be studying and preparing at home.

To support the whole child approach to teaching and learning, the week prior to assessment week students will be working on projects, presentations and other forms of assessments which demonstrates their learning. At PTC, we use the triangulation model of assessment that focuses not only on products but conversations and observations. This is one of the reasons why daily attendance is essential. The root of the word assessment comes from the Latin "assidere" which means to sit beside.

Please review the diagram below to remind you of our model of assessment and how the next few weeks will unfold. Staff at PTC will support students so that they understand how to prepare for end of semester and school assessments. We recognize that assessments can create uncertainties and worries, so we have created some strategies and guidance to assist you in preparing for your assessments.

We eagerly anticipate celebrating your accomplishments and want to emphasize our commitment to supporting your learning. If you have any questions, concerns, or need assistance, please don't hesitate to reach out to your teachers or student support teachers. Remember, assessment week is an opportunity to demonstrate your understanding and the knowledge you've acquired in diverse ways.

In gratitude,

Your Admin Team (Jacqui Kroeker, Linda Eden and David Gamble)

## Sources of Learning Data

"Evidence of student achievement is collected over time from three different sources—observations, conversations, and student products. Using multiple sources of evidence increases the reliability and validity of the assessment of student achievement." Manitoba Provincial Assessment Policy, Kindergarten to Grade 12, (2015).

- Portfolio conferences
- KWL
- 3-2-1 statements
- One sentence summaries
- Video Essay
- Self reflection
- Exit Ticket
- Think-Pair-Share
- Number Talks
- Inside Outside Circle
- Questioning
- F&P, GB+
- Literature circles

### Observations

What evidence can I see?

- Group work
- Checklists and Rubrics
- Reading conferences
- Speaking and Listening
- Visible thinking routines
- Anecdotal records of learning goals
- Presentations and Book talks
- Time on task
- Shared writing or Quick write
- Oral reading
- F&P, GB+

### Assessments

Gathering a Body of Learning Evidence

- Double entry journal
- Portfolios
- Reading Responses
- Graphic Organizers
- Notebooks
- Projects
- Quick Writes
- Writing Samples
- Report Card Data
- Provincial Assessment Data
- Tests, Quizzes
- F&P, GB+

### Conversations

What evidence can I hear?

### Products

What evidence can I hold?

Adapted from: Building Classroom Assessment with Purpose in Mind: Assessment for Learning, Assessment as Learning, Assessment of Learning, Manitoba Education, Children and Youth (2016)

## Preparation for Assessments @ PTC

### Be Prepared:

- Study regularly and consistently throughout the semester.
- Review class materials to ensure a solid understanding of the content many days before the assessments.

### Time Management:

- Create a study schedule to allocate time effectively for each curricular area.
- Avoid last-minute cramming, as it may lead to stress and hinder retention.

### Healthy Lifestyle:

- Get sufficient sleep before assessments to ensure mental alertness.
- Eat nutritious meals to maintain energy levels.

### Understanding Assessment Format:

- Familiarize yourself with the final assessment format, including the types of assessment (essays, tests, exams, presentations, interviews, etc.).

### Follow Instructions:

- Read and follow all instructions **carefully**.
- Manage your time wisely to ensure all sections of the assessment are completed.

### Bring Necessary Supplies:

- Bring required materials such as pens, pencils, erasers, calculators, and any other items specified by the teacher.

**Maintain Academic Integrity:**

- Cheating or plagiarism is NOT TOLERATED and could result in appropriate consequences.
- Respect the policies related to academic honesty.

**Stay Calm:**

- Keep a positive mindset and remain calm during the assessment.
- If you encounter challenging questions, take a deep breath and move on, returning to them later if needed.

**Seek Clarification:**

- If you have questions about the assessment content, seek clarification from your teacher well before the assessment.

**Review Your Work:**

- Use any extra time to review your answers.
- Check for errors and make sure you haven't overlooked anything.

**Respect Others:**

- Maintain a focused environment.
- Avoid distracting behaviors that may disturb fellow students.

**Manage Stress:**

- Practice stress-reduction techniques, such as deep breathing or mindfulness.
- Reach out to your teachers or student support teacher if you are feeling stress. We are here to help you.

**Student Expectations for Assessments @ PTC**

The focus of the assessment week is on the demonstration of student learning and the assessment of this process. The last day of regular classes is Thursday, January 23, 2025. The MPR and the LLC will be a place of study for students attending school during their allocated assessment time and date (see attached schedule). **We ask that all students attend PTC for their assessment time and date,** as regular classes will not occur during this time. Teachers will be following an alternate schedule which focuses on the assessment of learning.

The cafeteria will be open, but with reduced hours.

**When a student arrives to complete their assessment, the following expectations will apply:**

- There will be no personal technology allowed in the classroom including smartphones, laptops, or iPads. Devices must be kept in your locker, backpack or with the teacher at the front.
- Personal belongings (backpacks, jackets etc) are to be left at the front of the room, in locker or not brought to school.
- Maintain a focused environment, which means avoiding distracting behaviors that may disturb fellow students: eating food (snacks maybe allowed with teacher discretion and that the snack does not disturb other students), wearing strong fragrances, showing up late etc.
- Bring the necessary materials (e.g., pens, pencils, erasers, calculators).
- Air pods or earbuds of any kind may not be used during the assessment unless a prior arrangement has been made with the teacher.
- All students are to use the washroom before the assessment, however, if it is an emergency, a student can raise their hand and ask a staff member.
- Students must arrive on time for their assessment, and attendance will be taken.
- All students should arrive at school **15 minutes before the assessment starts.**
- If a student does not show up for an assessment, they must contact their student support teacher.
- Leave the assessment room quietly to allow others to continue working and go home or make your way to the MPR or LLC.
- During assessment week, there are no regular classes and the MPR and LLC are used for study purposes.
- Please prepare ahead of time and arrange transportation accordingly.

**Good luck everyone! Please see the assessment schedule for the time and location of your assessment.**

**Students with conflicts, for example, an exam or assessment at the same time as others, will need to contact their advisor to schedule and alternate time.**

**For classes with scheduled assessment appointments, (conversations, interviews, etc) teachers will be communicating with students to schedule these.**