

Administrative Procedure 360 - Appendix B

Appendix B – ASSESSMENT PLAN

Principals will ensure that the Assessment Plan is completed each year using the template provided.

1. Download the Assessment Plan Template '*Guide to Student Assessment and Achievement*' from the Staff Link Knowledge Centre. The Template will be located under Classroom Supports - Assessments.
2. Principals will use Microsoft Word and edit all text that is currently highlighted and then remove the highlighting.
 - 2.1. On the Front Cover:
 - 2.1.1. In the Header, insert your school name (and remove the highlighting).
 - 2.1.2. Insert your school logo where requested on the front page of the document.
 - 2.1.3. Insert the grades, school name, civic address and other information as requested.
 - 2.1.4. In the Footer, insert the date that the document is being updated.
 - 2.2. In each section of the Assessment Plan *Guide to Student Assessment and Achievement*, insert the required information and remove the highlighting.
3. The completed Assessment Plan '*Guide to Student Assessment and Achievement*' will be posted on the school website prior to the first day of classes each year.
 - 3.1. On each school website, the Assessment Plan will be posted under the "About" menu and titled, Assessment Plan.