


| <b>Administrative Procedure<br/>Large Scale Assessment and Data Use</b>           |  |
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|  | <b>Department:</b> School Operations                           |
|   | <b>Approved by:</b> Leadership Council                         |
|   | <b>Date Approved:</b> January 22, 2024                         |
|   | <b>Revision Date(s):</b>                                       |
|   | <b>Review Date:</b>  |
|   | <b>External References</b><br>• <i>The Education Act, 1995</i> |
|   | <b>Internal References</b><br>• None                           |

## Purpose

- This administrative procedure establishes guidelines and processes for conducting large scale assessments and managing the use of assessment data at Saskatchewan Distance Learning Centre (Sask DLC). This procedure aims to ensure the integrity, confidentiality, and effective utilization of assessment data to improve educational programs and services.

## Scope

- This procedure applies to all Sask DLC employees involved in the planning, administration and data management of large-scale assessments conducted by Sask DLC.

## Policy Statement

- Sask DLC is committed to maintaining the highest ethical standards in the administration of large-scale assessments and the responsible use of assessment data.
- Sask DLC believes that large-scale assessment and other data provides a foundation for effective decision-making.

## Procedures:

1. Data gathered at Sask DLC will be used as a measurement to monitor goals within the Provincial Education Plan and to identify areas for improvement in Sask DLC’s educational programs and services.
2. Large scale assessment data will not be used to evaluate individual teacher performance.
3. Assessment data will be collected and stored securely, adhering to data protection laws and best practices.

## **Definitions:**

**Large Scale Assessment:** Refers to an assessment conducted on a significant scale, typically involving a large number of participants, to evaluate educational outcomes, student performance, or program effectiveness.

**Assessment Data:** Refers to information collected through assessments, including test scores, demographic information and other relevant data.