

**MEMORANDUM
TO:**

Student Success Leaders

FROM:

Sue Durst
Director
Curriculum and Assessment Policy Branch

Ginette Plourde
Director
French-Language Education Policy and Programs Branch

DATE:

April 1, 2008

SUBJECT:

**Graduation Literacy Requirement:
Adjudication Process for 2008**

The purpose of this memorandum is to provide you with information about the Adjudication Process for students to obtain their graduation literacy requirement and with the documents for initiating the process and reporting the results to the ministry.

You will recall that in 2004 the Minister of Education approved an administrative change so that Directors of Education and School Authorities may establish Adjudication Panels at the end of each school year to provide a select group of students an additional opportunity to meet the graduation literacy requirement. This group of students includes those who would otherwise be eligible to graduate in June but, through no fault of their own, have not been able to take advantage of the normal opportunities to write the Ontario Secondary School Literacy Test (OSSLT) and/or have not been able to enrol in or complete the Ontario Secondary School Literacy Course (OSSLC) due to unforeseen circumstances. Also eligible are students who were receiving special education programs or services, and had an Individual Education Plan (IEP) documenting required accommodations that due to unforeseen circumstances were not available when they were taking the OSSLT.

For the 2007-08 school year, Directors of Education and School Authorities are requested to establish Adjudication Panels at the local level according to the same guidelines outlined for the last four years:

- Panels should be made up of at least three members.
- Members of the Panel should be educators with expertise in teaching and assessing literacy skills at the secondary level. These educators could be teachers who have taught the OSSLC, teachers who have worked with EQAO to mark the OSSLT, and school principals and at-risk leaders who have received training related to the OSSLC.

To the extent possible, members should not be familiar with the students who make application

for adjudication.

The Adjudication Panels will be responsible for ensuring that students who apply are eligible and that the standard for meeting the graduation literacy requirement through the adjudication process is comparable to that established by the OSSLT and OSSLC. The Panels will also be responsible for reporting information to their boards/authorities about student enrolment and student success.

Principals are responsible for:

- confirming that students meet the eligibility criteria established by the Ministry for the adjudication process;
- verifying that students have completed the five pieces of work independently in the classroom under the supervision of the teacher;
- forwarding the students' Adjudication Forms and five pieces of work to the local Adjudication Panel, and copying their school superintendents; and
- ensuring that the results for students who are successful in the adjudication process are recorded by indicating that students have met the literacy requirement for graduation on the students' Ontario Student Transcripts.

Boards and School Authorities will be responsible for reporting to the Ministry of Education about the number of students who apply for adjudication, the number of students who are accepted for adjudication, and the number of students who are successful.

For 2007-08, the deadline for students to submit applications and materials to the Adjudication Panels is **June 27, 2008**.

The deadline for the Adjudication Panels to provide results to students and for boards and authorities to report to the Ministry is **July 31, 2008**.

The following documents are attached:

- Application Form (including eligibility criteria and student work to be submitted)
- Principals' Checklist
- Report Form

Should you have any questions about this adjudication process, please contact Sylvia Larter, Education Officer, Assessment and Reporting Unit, Curriculum and Assessment Policy Branch, Ministry of Education at (416) 325-3487.

Thank you for your continued support for ensuring success for all students.

Sincerely,

Sue Durst

Ginette Plourde

Attachments

cc: Directors of District School Boards
Secretaries of School Authorities
Principals of Provincial and Demonstration Schools

District Managers

Director, Special Education Policy and Programs Branch

Director, Student Success/Learning to 18, Strategic Policy Branch

Director, Student Success/Learning to 18, Implementation, Training & Evaluation Branch

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