

Ministry of Education
16th Floor
Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
16^e étage
Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



MEMORANDUM TO: Student Success Leaders

FROM: Karen Gill
Director
Curriculum and Assessment Policy Branch

Denys Giguère
Director
French-Language Education Policy and Programs Branch

DATE: April 14, 2014

SUBJECT: **Secondary School Literacy Graduation Requirement:
Adjudication Process for 2014**

The purpose of this memorandum is to provide you with information about the Adjudication Process for students to obtain their secondary school literacy graduation requirement for the 2013-2014 school year.

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 secondary school literacy graduation 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 2013-2014 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 nine 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 educators 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 literacy graduation 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 in the adjudication process 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 recording and keeping on file 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. Upon request, this information will be provided to the Ministry of Education.

For 2013-14, the deadline for students to submit applications and materials to the Adjudication Panels is **June 27, 2014**.

The deadline for the Adjudication Panels to provide results to students and to their boards and authorities is **July 31, 2014**.

The Application Form (including eligibility criteria and student work to be submitted) is attached to this memorandum. Note: the form is identical to that used for 2012-2013.

Should you have any questions about this adjudication process, please contact John Ryall, Manager, Assessment and Reporting Unit, Curriculum and Assessment Policy Branch, Ministry of Education at (416) 325-2510.

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

Sincerely,

Original signed by:

Karen Gill

Denys Giguère

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