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**MEMORANDUM TO:** Directors of Education  
Secretary Treasurers of School Authorities  
Principals of Provincial and Demonstration Schools

**FROM:** Karen Gill  
Director  
Curriculum and Assessment Policy Branch

Denys Giguère  
Director  
French-Language Education Policy and Programs Branch

**DATE:** June 21, 2016

**SUBJECT:** **Secondary School Literacy Graduation Requirement:  
Adjudication Process for 2016**

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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 2015-2016 school year.

You will recall that in 2004 the Minister of Education approved an administrative change so that Directors of Education and Secretary Treasurers of 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 2015-2016 school year, Directors of Education and School Authorities are requested to establish Adjudication Panels at the local level according to the same guidelines outlined in previous years:

- Panels should be made up of at least three members.
- Members of the Panel should be Ontario College of Teachers (OCT) certified with expertise in teaching and assessing literacy skills at the secondary level including:
  - Teachers who have taught the OSSLC;
  - Teachers who have worked with EQAO to mark the OSSLT; and
  - School principals or supervisory officers.

To the extent possible, panel members should not be familiar with the students who make application for adjudication.

A. 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 under the supervision of an OCT certified educator;
- 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.

B. The Adjudication Panels are responsible for:

- ensuring that the standard for meeting the literacy graduation requirement through the adjudication process is comparable to that established by the OSSLT and OSSLC;
- reporting information to their boards/authorities about student enrolment in the adjudication process and student success.

C. Boards and School Authorities are 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;
- providing this information to the Ministry of Education on request

For 2015-16, the deadline for students to submit applications and materials to the Adjudication Panels is **June 28, 2016**.

The deadline for the Adjudication Panels to provide results to students and to their boards and authorities is **July 29, 2016**

The Application Form (including eligibility criteria and student work to be submitted) is attached to this memorandum.

Should you have any questions about this adjudication process, please contact Karen Gill, Director, Curriculum and Assessment Policy Branch, Ministry of Education at (416) 325-2576.

Thank you for your continued support.

Sincerely,

Original signed by:

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Karen Gill

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Denys Giguère

cc: Student Success Leaders  
District Managers  
Dr. June Rogers, Executive Director, Provincial Schools Branch  
Louise Sirisko, Director, Special Education Policy and Programs Branch  
Sandra Bickford, Director, Student Success Policy Branch  
Rob Andrews, Director, Student Success Implementation Branch  
Taunya Paquette, Director, Aboriginal Education Office