**Students Achieve October 2014**

**Teacher Checklist and Verification of Marks Process**

**Initial Completed:**

***Items below have been on-going throughout the term for you:***

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| **In Students Achieve:**  You have created assignments based on your curricular outcomes on a regular basis since the beginning of the term and entered marks for them in the SA gradebook. |  |
| **In Students Achieve**: You have included Characteristics of Successful Learners (Confidence, Citizenship, Work Habits and Responsibility) in every grade 9 subject area you teach through incorporating these skills into some of your assignments and entered assessment results into your SA gradebook for CSLs. |  |

***Items below may be “new to you”:***

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| **In Students Achieve:** You have looked at, where necessary, the “Student Analysis” for student, and made professional judgment, on any marks where the most consistent mark and the most recent mark conflict with each other. You determine the strand mark that goes on the report card for each student. |  |
| **In Students Achieve:**  You have printed out the class verification sheet of marks (“Outcome Analysis, Strand Summary”) for each of your grade 9 classes. (See attached Marks Verification Process sheet for steps.) Prior to handing in your marks verification sheet, you must initial any blank strand columns that you have not taught yet; also initial any blanks within a strand column that you have assessed so admin knows that you intended to have a blank there and it is not an error. |  |
| **In Students Achieve:** You have printed out the class verification sheet of entries for the Characteristics of Successful Learners (“CSL Analysis/Summary”) for each of your classes (see same attached Marks Verification Process sheet for steps). There should be no blanks on your CSL verification sheet. |  |

***Items below are NOT “new to you”***

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| **In Maplewood:** You have created comments for each student in your classes by mentioning strengths/areas of weakness, and next steps. |  |
| **In Maplewood:**  You have printed out comments previews for all students, proofread and initialed each page upon doing so. |  |

***Hand in to the office:***

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| You have stapled together all 3 verification sheets printed (Outcome “Analysis Strand Summary”, “Characteristics of Successful Learners, Analysis/CSL Summary” and “Maplewood Comments Preview”) to this checklist for each class that you teach and delivered them to office prior to 4:00 p.m. on  **If you have any problems and were not able to complete marks, email Principal and cc Vice Principal and Secretary** |  |
| **For office use only:**  I have verified that the tasks listed above were completed accurately as initials indicate |  |