

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 221
SECTION:	MATERIALS		
PROCEDURE:	SECONDARY LEVEL MARKS CORRECTIONS		

BACKGROUND

Teachers are expected to keep up-to-date records of assessments over the course of the school year. These records are to be kept on file and are open to access through *The Local Authority Freedom of Information and Protection of Privacy* (LAFOIP) legislation under the terms of that legislation and accompanying legislations.

In accordance with Ministry of Education guidelines for submitting secondary level marks information, this administrative procedure outlines processes to be followed in the event of secondary level mark corrections.

PROCEDURES

1. If changes to final marks are required after they have been submitted to the Student Data System, [Form 8: Secondary Level Mark Corrections](#) must be completed in full by the teacher, approved, and signed by the Principal.
2. The teacher verifying the change in mark must provide evidence of the legitimacy of the mark change.
3. A copy of this form is to be placed into the student cumulative folder.
4. Schools submitting secondary level marks information through the Student Data System (SDS) website may make corrections electronically up to thirty (30) days after the course end date
5. After thirty (30) days, all corrections must be submitted via email on [Form 8: Secondary Level Mark Corrections](#).
6. All Mark Correction forms must include a written explanation of the circumstances behind the correction and the reason that the addition / correction was not made by the school within 30 days after the course end date.
7. If the teacher is no longer a Christ the Teacher Catholic School Division employee, the Principal will consult with the Superintendent of Education. Based on the information regarding the mark change, a mark change may be processed in accordance with this administrative procedure.

8. Credit Recovery or Credit Extension completed after the end of semester two into the next school year will require a documented reconciliation within thirty (30) days of the start of the new school year to validate and verify the change. Refer to CTTCS Administrative Procedure 222 – Credit Recovery and Credit Extension for the required process.

Reference: Sections 85, 87, 109, 175, 231 Education Act
 [The Local Authority Freedom of Information and Protection of Privacy Act](#)