

PROVINCIAL LETTER GRADES ORDER

Authority: *School Act*, sections 79 (3), and 85(2) (j) and 168 (2) (b)

{ Ministerial Order 192/94 (M192/94).....	Effective September 1, 1994
{ Repeals M18/90 and M148/89	
Amended by M394/94.....	Effective November 28, 1994
Amended by M208/95.....	Effective September 1, 1995
Amended by M166/96.....	Effective April 17, 1996
Amended by M330/97.....	Effective September 25, 1997
Amended by M281/98.....	Effective August 12, 1998
Amended by M32/04.....	Effective February 18, 2004
Amended by M33/04.....	Effective February 18, 2004
Amended by M321/04.....	Effective September 1, 2004
Amended by M382/04.....	Effective November 1, 2004
Amended by M171/05.....	Effective July 28, 2005
Amended by M226706.....	Effective September 2, 2007
Orders of the Minister of Education	

Interpretation

1. (1) The letter grades and their meaning in this Order are set out for use in student progress reports for grades 4 through 12 in accordance with Ministerial Order 191/94, the Student Progress Report Order.

(2) In this order,

"board" includes a francophone education authority as defined in the *School Act*;

"Board Authorized Course" means a Board Authorized Course authorized by Ministerial Order 285/04, the Board Authorized Course Order;

"course" means an organized set of learning activities in a subject area that meet the learning outcomes set out in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order, and includes a Board Authorized Course, a Ministry Authorized Course, a local program and independent directed studies;

"Course Information Booklet" means the current booklet entitled "Course Information for the Graduation Program" approved by the Minister of Education and issued by the Ministry of Education;

"Graduation Transitions" means a collection of student documentation that demonstrates that the student has met the standards set out in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order;

"local program" means a local program developed and offered by a board under section 85(2)(i) of the *School Act* or a francophone education authority under section 166.4 of the *School Act*;

"Ministry Authorized Course" means a Ministry Authorized Course listed in the Course Information Booklet;

"Required Graduation Program Examination" means a type of Provincial examination prepared by the ministry that an individual student must take to demonstrate the competence required to meet provincial graduation requirements.

[am. M281/98, am M321/04, am. M382/04, am. M171/05, am. M226/07]

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Letter grades

2. Letter grades are as follows for

(a) term reports:

- A = The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade.
- B = The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.
- C+ = The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.
- C = The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.
- C- = The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.
- I = (In Progress or Incomplete) The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. An "I" letter grade may only be assigned in accordance with section 3.
- F = (Failing) The student has not demonstrated, or is not demonstrating, the minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. The letter grade "F" may only be assigned if an "I" (In Progress) letter grade has been previously assigned for that course or subject and grade.
- W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal or director of instruction in charge of a school may grant permission to a student to withdraw from a course or subject.

(b) final reports:

- A = The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade.
- B = The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.
- C+ = The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.
- C = The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.
- C- = The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.

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- I = (In Progress or Incomplete) The student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. An "I" letter grade may only be assigned in accordance with section 3.
- F = (Failed) The student has not demonstrated the minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (Failed) may only be used as a final letter grade if an "I" (In Progress) letter grade has been previously assigned or the "F" is assigned as a result of failing a provincially examinable course.
- W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal or director of instruction in charge of a school may grant permission to a student to withdraw from a course or subject.
- SG = (Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject and grade. Standing granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice principal or director of instruction in charge of the school. Standing Granted may not be used for a course with a Required Graduation Program Examination. Standing Granted may not be used for Graduation Transitions.
- TS = (Transfer Standing) May be granted by the principal, vice principal or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the *School Act*. Alternatively, the principal, vice principal or director of instruction in charge of a school may assign a letter grade on the basis of an examination of those records.
- RM = (Requirement Met) The student has met the learning outcomes set out in the applicable educational program guide for Graduation Transitions, listed in the Ministerial Order 333/00, the Educational Program Guide Order. Requirement Met may only be used for Graduation Transitions.

[am. M394/94; am. M330/97; am M32/04; am M171/05; am M195/06, am. M226/07]

Assignment of an "In Progress or Incomplete" letter grade

3. (1) An "I" (In Progress or Incomplete) may be assigned at any time during the school year and is not restricted to term and final reports.

(2) Where an "I" (In Progress or Incomplete) is assigned, the student and the parent of the student must be informed and have an opportunity to consult with the teacher on the plan of action specified in subsection (3).

(3) Where an "I" (In Progress or Incomplete) is assigned, teachers must be prepared to identify what the problem is and specify a plan of action that is intended to help students achieve the learning outcomes.

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(4) An "I" (In Progress or Incomplete) may be communicated in a variety of ways including a written plan, verbally by telephone, or in a direct meeting involving teacher, parents and students.

(5) Where an "I" (In Progress or Incomplete) is assigned, the "I" letter grade must be converted to another letter grade

- (a) when letter grades are recorded on the permanent student record card,
- (b) before submission to the ministry for inclusion on that student's transcript of grades, and
- (c) before a student's records are transferred to another school unless there is agreement between the principals of the two schools to defer the conversion of the "I" letter grade.

[en. M394/94; am. M330/97; am. M33/04]

Percentages for courses

4. Where the letter grades in Table 1 are used to indicate student performance

- (a) in courses numbered 11 or 12 for students to whom Ministerial Order 205/95, the Graduation Requirements Order, applies, and
- (b) in courses numbered 10, 11, or 12 for students to whom Ministerial Order 302/04, the Graduation Program Order, applies,

percentages as set out opposite the letter grades in Table 1 must also be used in term and final student progress reports.

Table 1

A	86 - 100
B	73 - 85
C+	67 - 72
C	60 - 66
C-	50 - 59
F	0 - 49

[am. M394/94, am M321/04]

Successful Completion of Courses Numbered 10, 11 or 12

5. The successful completion of a course numbered 10, 11 or 12 requires a minimum of a C- grade.

[am M321/04]

6. *Repealed* [M330/97]