

Mark submission time can be very stressful for all people involved. The following procedure is intended for all high schools to use as a guide for smoother mark submissions. Good communication between all people involved is key.

### **Beginning of Semester:**

1. **Establish the non-diploma exam schedule** – try to avoid putting courses with a lot of marking near the end of exam week.
2. **Set out Mark Verification due dates based on Exam Schedule** – both Diploma and Non-Diploma.
  - a) Stager the due dates (one day after final exam for most courses)
  - b) Make CTS due dates early (even before the rest of the courses)
3. **Set dates for CTS modules to be added to students** – this should be about a month before marks are due.
4. **Set a date for making course level changes** (30-1 to 30-2 etc) – should be before DER.
5. **Clearly communicate this course Mark Procedure to teachers** - ensure all dates and processes are strictly followed.

### **One Month Before the Beginning of Exam Week:**

1. Remind staff of time lines.
2. Send out the examples for teachers regarding what is required.
  - a) Mark Verifications – signed and failing marks highlighted.
  - b) “Failing Grade Form”
  - c) Teacher Schedules and Student Schedules
3. Remind CTS teachers that the cut off for modules being added for students is a month before marks are due.

### **One Week Before Marks Due:**

1. Pull a **“Failing Grade”** report in System Reports sqlReports4 and run attendance for the students with failing marks (once regular classes are completed and Exam Week has started) – some marks may change to passing before grades are pulled and some may become failing but most will be done and only the new failing marks will need an attendance report.
2. Collect signed Mark Verifications from CTS teachers.
3. Begin comparisons of numbers in classes using the Master Schedule or the Course Enrolment Count (SQL Reports) reports.