Education
PO Box 2703, Whitehorse, Yukon Y1A 2C6

Attention**:** School Administrators

May 19, 2020

Re**: IMPORTANT INFORMATION regarding the Special Administration of the Grade 10 Numeracy Assessment June 8-10, (French is written on June 8th only), 2020**

To ensure a smooth writing session for the upcoming Grade 10 Numeracy Assessment (NME10), please review the following **important points and** **action items**.

* **Download and read** the June 2020 Grade 10 Numeracy Assessment Administration Guide on SSW or [BC Education Website](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams) by **May 25th**
* This special June administration of the NME10 is **only available for graduating students who have not previously written the NME10 assessment.** There is no option for re-writing the assessment at this time. As indicated on page 2 of the Administration Guide, reports are available to identify students eligible to write this assessment.
	+ To access the report, schools log in to their SSW, Click on Graduation Assessment/Examination Results and Reports>School Reports>School Ad-Hoc Report: Students who require Numeracy 10 to Graduate June 2020
* Students must be **pre-registered by May 29. No walk-ins are accepted for this special administration.** (see page 3/4 of the Administration Guide)
* Please review Instructions for **Safely Administering an Assessment during a pandemic** (page 2 of Administration Guide) along with the recommendations from [Yukon’s Chief Medical Office of Health](https://yukon.ca/coronavirus-updates) with respect to face-to-face administration of this assessment
* For exceptional circumstances that prevent a student’s availability to write the assessment due to medical reasons, you can submit a form seeking permission for Aegrotat standing (see page 16 of Administration Guide for forms and details)
* The Grade 10 Graduation Numeracy Assessment has a handwritten component and an online component. The **personalized** **paper response sheets for the handwritten component must be printed by schools (**see page 5/6 and 10 of the Administration Guide)
* **No changes can be made by hand to the demographic information on any of the personalized response sheets**. Each student must have their own personalized response sheets.
* Key contacts for technical issues and/or registration issues are listed on page 17 of the June Administration Guide.
* Complete TRAX upload by May 29th, 2020 (see page 3 of Administration guide)
* Review online Graduation Assessment/Exam registrar on SSW by May 29th, 2020 (see page 3 of Administration Guide)
* **5 days before the assessment:**
	+ Review NME10/NMF10 registrations on AWIS on June 1st, 2020 and access electronic passwords (see bottom of page 3 of Administration Guide)
	+ Test systems (see on page 3 of the Administration Guide)
	+ Remind students: 1) to try the sample assessment ([BC Education](https://curriculum.gov.bc.ca/assessment/grade-10-numeracy-assessment)); 2) that there is an online portion of the assessment and a handwritten component to the assessment; and 3) that they should use **black or dark blue pens or dark pencils for the written component** (it may be helpful to have some of these available for students on the day of the assessment).
* **To complete the day of the assessment**
	+ Go to AWIS website (link on page 5 of the **March 2020 administration Guide-Yukon and Offshore schools on SSW**)
	+ Access the Gr. 10 Graduation Numeracy Assessment by clicking on Live Secure Log in
	+ In School District field, select: Yukon (98),
	+ Enter the student’s Personal Education Number (PEN) (double check against Aspen that it has been entered correctly)
	+ Enter the session password
* **To complete after the Assessment**
	+ Signature sheets are NOT required. Invigilators must **download and print the Confirmation Codes Report, sign it, and keep one copy for the school, then scan and upload it with the student response sheets to the AWIS** (details on page 14-15 of the Administration Guide)
	+ Scan and send the Student response sheets and confirmation codes to AWIS (see 11-13 for scanning instructions). **If you need assistance with this because your school does not have a suitable scanner, please make arrangements with the Technology and Student Information (TSI) unit at Dept. of Education.**
	+ Securely store student response sheets and confirmation codes (if support is needed with scanning, discuss options with TSI Unit)
	+ Please be reminded that assessment **return dates are June 8th for NFM 10 and June 10th for NME 10**

Should you need further support with preparing students or have questions about the Grade 10 Numeracy Assessment, please contact Tanya Lewis (Tanya.Lewis@gov.yk.ca or 332-0491). Should you need support with pre-registration of students in ASPEN, please contact Anne Copland (anne.copland@gov.yk.ca).

Sincerely

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Cc:

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