Resource document

# Sample evaluation letter for the holder of a teaching license

AQED provides its members with a sample letter to be completed by the holder of a teaching license, which can be forwarded to the DEM by the parent to report on the evaluation. This sample letter contains the competencies for the first cycle of elementary school and should therefore be modified according to the current cycle of the child being assessed.

The holder of a teaching license may adapt it as they see fit.

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I, the undersigned, …………………………………………………………………………….. hereby certify that I have assessed the level of development of the competencies of ......................................................................................... for the year 2020-2021 according to the objectives of the learning project for the child approved by the Direction de l'enseignement à la maison.

The assessment took place on XXX in the presence of the child.

The means and resources used for the evaluation are: .................... *(see Appendix 1)*

The assessment lasted XXX (the approximate time it took the child to complete the examples of work OR the period covered by the examples of work provided to the evaluator by the parent).

|  |  |  |  |
| --- | --- | --- | --- |
| **Subjects and competencies** | **Means of evaluation** | **End-of-cycle outcomes** | **Comments** |
| **English**, Language Arts  To read and listen to literary, popular and information-based texts  To write self-expressive, narrative and information-based texts  To represent her/his literacy in different media  To use language to communicate and learn | Description / list of examples of work provided and other means of evaluation used. | Learning project cycle:    Achieved  In development  Not evaluated |  |
| **French**, Second Language  Interagir en français en se familiarisant avec le monde francophone  Produire des textes variés | Description / list of examples of work provided and other means of evaluation used. | Learning project cycle:    Achieved  In development  Not evaluated |  |
| **Mathematics**  To solve a situational problem related to mathematics  To reason using mathematical concepts and processes  To communicate by using mathematical language | Description / list of examples of work provided and other means of evaluation used.. | Learning project cycle:    Achieved  In development  Not evaluated |  |
| **Science and technology**  To explore the world of science and technology | Description / list of examples of work provided and other means of evaluation used. | Learning project cycle:    Achieved  In development  Not evaluated |  |
| **Social science**  To construct [their] representation of space, time and society | Description / list of examples of work provided and other means of evaluation used. | Learning project cycle:    Achieved  In development  Not evaluated |  |

(If applicable) General comment: ……………………………………………………………………………………………………………….

The evaluation is performed in accordance with the professionalism and ethics of the holder of a Quebec teaching license.

This report is based on the teaching license holder's analysis of the material provided by the family and/or the results of tests taken by the child and/or interactions with the child and parents, where applicable.

**Signature of the teaching license holder:**

# Appendix 1

Non-exhaustive list of potential resources and assessment tools:

* *Traces of learning, work produced by the child, completed workbooks, etc.*
* *A portfolio of the child's work*
* *The presentation of a portfolio by the child*
* *A discussion with the parent*
* *A discussion with the child*
* *A summative evaluation (specific form to be determined by the assessing teacher)*