



AP 370 – OUTCOME COMPLETION

BACKGROUND

Outcome Completion is an opportunity for students to have additional time at the end of a semester to complete the outcomes of a course that were not met throughout that semester. Outcome Completion allows students to earn an academic credit without repeating an entire course. The strategy for Outcome Completion is individualized and may vary from student to student.

GUIDING PRINCIPLES

1. Outcome Completion is available for students enrolled in Grade 10, 11, and 12 courses.
2. To be eligible for Outcome Completion a student must have:
 - 2.1 achieved a minimum of 30% in the course, and/or
 - 2.2 provided insufficient evidence of specific outcomes and/or evidence of mastery of some outcomes.
 - 2.3 received a final mark for the course in question which was submitted to the Ministry of Education.
 - 2.4 indicated acceptance of the offer to participate in the Outcome Completion process.
3. The final decision about eligibility for Outcome Completion is made by the school Outcome Completion team in consultation with the original teacher. This team is appointed by the school principal and includes at least one of the school's administrators.
4. It is recommended that students complete the required course work within 30 calendar days of the course end date. If more than 30 days are required, the student's [Outcome Completion Plan](#) will reflect this and be included with the Secondary [Level Mark Correction form](#).
5. The final mark a student receives in Outcome Completion is determined by the Outcome Completion teacher, in consultation with the original teacher, based upon the achievement of the student. In the event the original teacher is no longer employed at the school or otherwise unable to participate in the process, the student's final Outcome Completion mark will be determined by the Outcome Completion teacher in consultation with the principal.
6. At minimum, secondary schools shall offer Outcome Completion for the courses required for graduation.



ROLES AND RESPONSIBILITIES

1. The student shall indicate acceptance of an offer to complete Outcome Completion within five days of the course end date in Semester 1 and within three days of the course end date in Semester 2. This allows for the teacher and administrator to identify the required outcomes that must be achieved and approve an Outcome Completion Plan.
2. The original teacher shall:
 - 2.1. For each student who fails a course, recommend one of the following options:
 - 2.1.1. Outcome Completion
 - 2.1.2. Repeating the entire course at the same level
 - 2.1.3. Considering a placement in another level
 - 2.2. Identify students who may be eligible for the Outcome Completion option and notify the Outcome Completion team by the final day of each semester.
 - 2.3. When Outcome Completion is recommended, the original teacher shall provide the following information for the Outcome Completion Plan to the Outcome Completion team:
 - 2.3.1. Final mark for the course, by outcome
 - 2.3.2. A list of Outcomes that have been achieved
 - 2.3.3. A list of Outcomes that need to be achieved
 - 2.3.4. Reasons for Outcome Completion recommendation
 - 2.3.5. Any pertinent information relating to the student's learning needs
 - 2.3.6. Anticipated time required to show evidence of the outcomes
 - 2.4. Have opportunity to consult with the Outcome Completion team and Outcome Completion teacher (if it is not the original teacher) in order to support the student. It is understood that this consultation is voluntary and will be in direct relation to the availability of time and resources.
3. The Outcome Completion teacher shall (this could be the original teacher or another teacher appointed by the principal):
 - 3.1. Receive required information from the original teacher
 - 3.2. Collaborate as required with the Outcome Completion team to create the Outcome Completion Plan
 - 3.3. Provide support for the student to implement and complete the requirements detailed in the Outcome Completion Plan
4. The principal shall:
 - 4.1. Appoint a school team that determines eligibility for Outcome Completion.
 - 4.1.1. The team will include at least one of the school's administrators with other members determined by the principal.
 - 4.1.2. The school Outcome Completion team determines whether to support the request for Outcome Completion.
 - 4.1.3. The school team works in cooperation with the Outcome Completion teacher and the original teacher (may be the same teacher) to support student success.
 - 4.2. Approve the Outcome Plan.



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- 4.3. Assign a teacher or teachers responsible for the Outcome Completion process. This teacher may be the original teacher or one appointed by the principal.
- 4.4. If Outcome Completion results in a mark change, authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)) and add it to the student's cumulative folder.
- 4.5. Ensure the Outcome Completion teacher assesses the course work detailed in the Outcome Completion Plan.
- 4.6. Ensure the Outcome Completion Plan is kept on file for five years, including three years after the student turns 22 years of age, as per Saskatchewan School Boards Association (SSBA) records retention guidelines.
- 4.7. If a mark is changed after 30 days of the original course end date, complete and submit the *Secondary Level Mark Correction form*.
5. Central Office leaders shall:
 - 5.1. Keep records of attempts at Outcome Completion (Coordinator: Curriculum and Instruction).
 - 5.2. Ensure Outcome Completion mark changes are completed within the Student Data System (SDS) by an authorized school official within 30 days of the original course end date (Coordinator: Student Information Systems).
6. The Ministry shall:
 - 6.1. Provide schools and school divisions with the authority to change a final mark records within 30 days of a course end date.

Reference: Saskatchewan Ministry of Education: Credit Recovery Policy (2017)
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