

**September 2024**

**This document outlines the procedures for the accounting and reporting of results for students with unique or special circumstances, with respect to their participation in EQAO assessments.**

The principal is responsible for accounting for all eligible students' participation in EQAO assessments by submitting the student data to EQAO through the Student Data Collection (SDC) process.

For students with unique or special circumstances who will be writing an assessment at an alternate location, please refer to the appropriate user guide for further direction.

EQAO results for all eligible students will be reported in the school's summary and aggregate reports, unless otherwise noted.

Every fully participating student who completes an EQAO assessment will receive an Individual Student Report (ISR), even if their data is not included in the school's summary and aggregate results.

**For the purposes of this document, the following terms are used as indicated:**

Enrolment Register

- the register of the school that the student normally attends

Student Data Collection (SDC)

- the data collection system through which all eligible students must be accounted for

Home School

- the elementary or secondary school the student normally attends

Results Reported

- student results aggregated at the school and board levels, unless otherwise noted

OSSLC

- the Ontario Secondary School Literacy Course

OSSD

- the Ontario Secondary School Diploma

Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances

Unique or Special Circumstance	Assessment	Enrolment Register	Include in SDC	Results Reported
<b>Absent for 15 Consecutive Days</b>				
<p>Students who have been absent for 15 consecutive days must either be retired from the home school enrolment register or be referred to an attendance counsellor (this does not apply to students who are absent due to illness).</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>Retired</li> </ul>	Primary, Junior, Grade 9, OSSLT	n/a	No	No
<ul style="list-style-type: none"> <li>Referred to an attendance counsellor</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	Yes
<b>Adult and Mature Students</b>				
<p><b>Mature:</b> a student who is at least 18 years of age or on or after January 1st of the current school year and who is enrolled in program for the purpose of obtaining an Ontario Secondary School Diploma (OSSD).</p> <p><b>Adult:</b> a student who is at least 21 years of age on or after December 31st of the current school year.</p> <p>A mature student may enrol directly in the OSSLC.</p> <p>Mature and adult students enrolled in Grade 9 mathematics at night school are not required to write the Grade 9 assessment.</p> <p><b>Source:</b> <i>Policy/Program Memorandum 132 and Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>Mature students</li> </ul>	Grade 9, OSSLT	Home School	Yes	Yes
<ul style="list-style-type: none"> <li>Adult students</li> </ul>	Grade 9, OSSLT	Home School	Yes	No
<b>Alternative School</b>				
<p>Alternative schools provide an option for some students who have educational needs that cannot be met in their existing schools, and/or to respond to needs expressed in the community. <b>Source:</b> <i>Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements (2016)</i></p>				
<ul style="list-style-type: none"> <li>Alternative school</li> </ul>	Primary, Junior, Grade 9, OSSLT	Alternative School	Yes	Yes
<b>Co-operative Education</b>				
<p>Students enrolled in Grade 9 mathematics who do not participate in the assessment will be reported under "No Data."</p> <p>Eligible students who have not met the literacy requirement must be accounted for in the SDC system. Students who do not participate in the OSSLT will be reported under "Absent," unless indicated by their principal as "Deferred."</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>Co-operative Education</li> </ul>	Grade 9, OSSLT	Home School	Yes	Yes

Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances

Unique or Special Circumstance	Assessment	Enrolment Register	Include in SDC	Results Reported
<b>Educational Exchange Program</b>				
<p>Students leaving a school to participate in an educational exchange program must be retired from the home school register if the duration of the exchange is 5 months or longer.</p> <p>Students enrolled in Grade 9 mathematics who do not participate in the assessment will be reported under “No Data.”</p> <p>Eligible students who do not participate in the OSSLT will be reported under “Absent,” unless indicated by the principal as “Deferred.”</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>• Not retired</li> </ul>	Grade 9, OSSLT	Home School	Yes	Yes
<ul style="list-style-type: none"> <li>• Retired</li> </ul>	Grade 9, OSSLT	n/a	No	No
<b>E-Learning/Online Learning</b>				
<p>Online learning, also known as e-learning, offers secondary students an opportunity to take courses that are delivered entirely using the internet and do not require students to be physically present in the classroom. Students may be learning online for all their courses or taking online courses in combination with regular classroom courses.</p> <p>* For these students, do not choose “E-Learning” for the “StudentType” field in the SDC system.</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools; Program/Policy Memorandum 167</i></p>				
<ul style="list-style-type: none"> <li>• Taking online learning/e-learning courses in addition to a regular day-school program</li> </ul>	Grade 9, OSSLT	Home School	Yes*	Yes
<ul style="list-style-type: none"> <li>• Taking online learning/e-learning courses only; the student resides in the jurisdiction of the school board offering e-learning courses</li> </ul>	Grade 9, OSSLT	E-learning school	Yes*	Yes
<ul style="list-style-type: none"> <li>• Taking online learning/e-learning courses only; the student does not reside in the jurisdiction of the school board offering e-learning courses</li> </ul>	Grade 9, OSSLT	E-learning school	Yes	No
<b>Enrolled in More Than One School</b>				
<p>The school where the student completed the assessment will be the reporting school.</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>• School where student completed the assessment</li> </ul>	Primary, Junior, Grade 9, OSSLT	Reporting school	Yes	Yes

Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances

Unique or Special Circumstance	Assessment	Enrolment Register	Include in SDC	Results Reported
<b>Expulsion</b>				
<p>Students who are enrolled in Grade 9 mathematics but do not participate in the assessment will be reported under “No Data.”</p> <p>Eligible students who have not met the literacy requirement must be accounted for in the SDC system. Students who do not participate in the OSSLT will be reported under “Absent” unless indicated by the principal as “Deferred.”</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i>, Program/Policy Memorandum 142</p>				
<ul style="list-style-type: none"> <li>• Still on home school register</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	Yes
<ul style="list-style-type: none"> <li>• On register of another school</li> </ul>	Primary, Junior, Grade 9, OSSLT	Other school	Yes	Yes
<ul style="list-style-type: none"> <li>• On register of program for expelled students</li> </ul>	Primary, Junior, Grade 9, OSSLT	Expelled program	Yes	Yes
<b>Home Instruction</b>				
<p>The student is enrolled in a day school but is receiving instruction at home or in a hospital from a teacher of the board.</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>• Receiving instruction at home or in a hospital from a teacher of the board</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	Yes
<b>Home Schooling</b>				
<p>Students not enrolled in a day school and receiving full-time instruction at home from their parents.</p> <p>Students receiving some instruction at home from their parents but enrolled part-time in a day school.</p> <p>If a parent requests that a student completes an assessment, the board will provide space for the student at a local school.</p> <p>For the OSSLT, the principal must ensure the student is working toward an OSSD.</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i>, Program/Policy Memorandum 131</p>				
<ul style="list-style-type: none"> <li>• Not enrolled in a day-school program</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	No
<ul style="list-style-type: none"> <li>• Enrolled in a partial day-school program</li> </ul>	Primary, Junior, OSSLT	Home School	Yes	No
<ul style="list-style-type: none"> <li>• Enrolled in a partial day-school program (for Grade 9, enrolled in Grade 9 mathematics)</li> </ul>	Grade 9	Home School	Yes	Yes
<b>Independent Study</b>				
<p>Students not registered for classroom instruction but takes credit courses that fulfill the ministry's program and diploma requirements.</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>• Independent study through a secondary school</li> </ul>	Grade 9, OSSLT	Home School	Yes	No

Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances

Unique or Special Circumstance	Assessment	Enrolment Register	Include in SDC	Results Reported
<b>TVO's Independent Learning Centre (ILC)</b>				
<p>The students is not enrolled in a secondary school; the OSSD will be issued by the ILC or the last secondary school attended.</p> <p><b>Source:</b> <i>Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements (2016)</i></p>				
<ul style="list-style-type: none"> <li>• ILC courses only</li> </ul>	Grade 9, OSSLT	n/a	Yes	No
<b>Education and Community Partnership Program - ECPP (formerly Education Programs for Students in Care and/or Treatment, Custody, and Correctional (CTCC) Facilities)</b>				
<p>Students who cannot attend their regular school because of their primary need for care, treatment and/or rehabilitation.</p> <p>School board is responsible for designing and delivering the educational programming. The partnering facility is responsible for treatment.</p> <p><b>Source:</b> <i>Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements (2016), Enrolment Register Instructions for Elementary and Secondary Schools and Guidelines for Approval and Provision of an Education and Community Partnership Program (ECPP)</i></p>				
<ul style="list-style-type: none"> <li>• Location where student completed the assessment</li> </ul>	Primary, Junior, Grade 9, OSSLT	n/a	Yes	No
<b>Special Education Classes</b>				
<p>Students enrolled in special education classes are the responsibility of the principal of the school where the class is located.</p> <p><b>Source:</b> <i>R.R.O. 1990, Regulation 298: Operation of Schools-General</i></p>				
<ul style="list-style-type: none"> <li>• Special education class</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	Yes
<b>Supervised Alternative Learning (SAL) and Other Excusals from Attendance at School (previously SALEP)</b>				
<p>Students with significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to achieve an OSSD or other goal. SAL students remain on the home school register.</p> <p>Students enrolled in Grade 9 mathematics who do not participate in the assessment will be reported under "No Data."</p> <p>Eligible students who have not met the literacy requirement must be accounted for in the SDC system. Students who do not participate in the OSSLT will be reported under "Absent" unless indicated by the principal as "Deferred."</p> <p><b>Source:</b> <i>Ontario Regulation 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School</i></p>				
<ul style="list-style-type: none"> <li>• SAL</li> </ul>	Grade 9, OSSLT	Home School	Yes	Yes

Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances

Unique or Special Circumstance	Assessment	Enrolment Register	Include in SDC	Results Reported
<b>Suspension</b>				
<p>Students enrolled in Grade 9 mathematics who do not participate in the assessment will be reported under “No Data.”</p> <p>Eligible students who have not met the literacy requirement must be accounted for in the SDC system. Students who do not participate in the OSSLT will be reported under “Absent” unless indicated by the principal as “Deferred.”</p> <p><b>Source:</b> <i>Enrolment Register Instructions for Elementary and Secondary Schools</i></p>				
<ul style="list-style-type: none"> <li>Suspension</li> </ul>	Primary, Junior, Grade 9, OSSLT	Home School	Yes	Yes