



Nova Scotia Student Information System

Nova Scotia Public Education System

Provincial Student Assessments  
and Examinations

Quick Reference Guide

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# Provincial Student Assessments and Examinations

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Board Assessment Coordinators will notify principals when student reports are available. School administrators and teachers will then have several days to review and print the reports to be sent home. Several days following notification to principals, student reports will be made available on the Student/Parent Portal. School administrators will print the reports to be sent home.

## 1 WHERE TO FIND STUDENT REPORTS

### 1.1 Administrators

#### 1.1.1 Individual Student

- Do a search for and find the student.
- From the navigation on the left panel of the screen, under the section **Academics**, click **Provincial Assessments/Examinations**.
- Select the assessment/examination you wish to view and click on it.
- The student report will open in a new tab or a new window depending on the browser you use.
- Use your browser print functionality to print the student report. When done, simply close the tab or the window. Note: for Reading and Writing and NSE English 10 reports, go to your browser print preferences and select legal-size paper.

#### Academics

##### Test Results

Provincial Assessments / Examinations

#### 1.1.2 By Grade Level

- Click on the grade level of your students. For example, for grade 9 students, who wrote an assessment last year, click on the 9. For grade 4 students who wrote an assessment this year, click on 4.
- From the drop down list in the **Select a function for this group of students**, select **Provincial Student Assessments**.
- Select the reports you wish to view.
- The student reports for the grade level will be displayed in a new tab or window; each student report is separated by a solid line.
- To print the reports, use the browser print function; each student's report will be on a separate page. Note: for Reading and Writing and NSE English 10 reports, go to your browser print preferences and select legal-size paper.

#### Group Functions

Counsellors Screen

##### Assessment Information

Provincial Student Assessments

##### Attendance

Attendance Change

Search By Grades/Attendance

Search For Perfect Attendance

##### Enrollment

Enrollment Summary

Mass Enroll Special Program

Re-Enroll in School

Transfer Out Of School

##### Export

Export Using Template

List Students

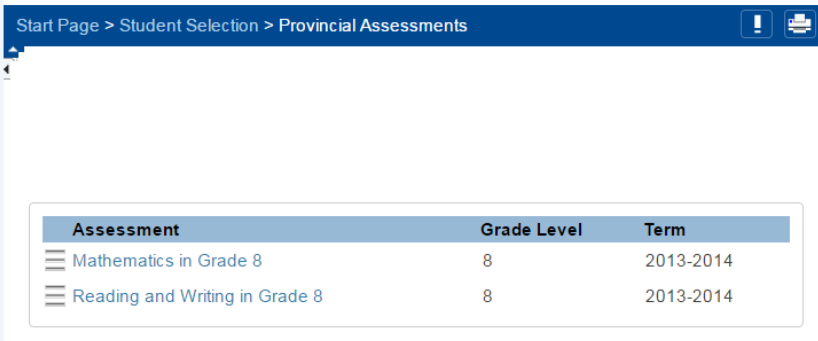
Quick Export

##### Functions

## 1.2 Teachers

Teachers may only view one student at a time from the teacher portal.

- Click on the backpack.
- Select the student you want.
- From the drop down list, select **Provincial Student Assessments**.
- Select the report to view.
- The student report will open in a new tab or a new window.
- To print the report use the browser print function. When done, simply close the tab or the window.



The screenshot shows a web browser window with a blue header bar containing the breadcrumb "Start Page > Student Selection > Provincial Assessments" and icons for help and print. Below the header is a table with three columns: Assessment, Grade Level, and Term. The table lists two assessments for Grade 8 in the 2013-2014 term.

Assessment	Grade Level	Term
Mathematics in Grade 8	8	2013-2014
Reading and Writing in Grade 8	8	2013-2014

## 2 A NOTE ON PRINTING STUDENT REPORTS

**Please note:** The print function for these reports is not compatible with some older browsers. If the dot showing the student level is not placed correctly (for example, it does not print or appears in a level that does not match the results description), you must use a newer browser to print these reports. Please try printing with a newer browser to fix this issue.

- Student reports will be available to students and parents on the portal after the review period. They will also be included in the student cumulative record. The reports will automatically move with the student if the student transfers within the board. At this time, if the student transfers outside the board or the province, the school administration will need to print the cumulative record, including assessment/examination reports, and send it to the new school.
- Use your browser print functionality to print the reports. The **Reading and Writing** and **NSE English 10** reports will require legal size paper; go to your browser print preferences and select legal-size paper. **Mathematics** assessment and examination reports may be printed on letter-size paper.
- Before printing, please verify that the dot indicating the student level is located in the correct area of the grid. If it is not, refer to the note above.
- If a student has written an examination twice (in January and in June), the report will contain two pages: one for each semester.

For further information on the Cumulative Record please see the quick reference guide on the iNSchool website under the section on Student Records.