

# 2022-23 Registrar's Handbook for School Administrators

## Office of the Registrar

Provincial Examinations  
Student and Educator Services

---

## Table of Contents

<b>1</b>	<b><i>Time Allocations and Credit Policy</i></b> .....	<b>8</b>
1.1	<b>Principles of Core Curriculum</b> .....	<b>8</b>
1.1.1	Required Areas of Study.....	8
1.1.2	Locally Determined Options .....	8
1.1.3	Needs-Based Service Delivery Model .....	9
1.1.4	Adaptive Dimension.....	9
1.2	<b>Time and Credit Allocations</b> .....	<b>9</b>
1.2.1	Kindergarten.....	9
1.2.2	Elementary Level (grades 1 to 5).....	10
1.2.3	Middle Level (grades 6 to 9).....	11
1.2.4	Secondary Level (grades 10 to 12).....	12
1.3	<b>Areas of Study</b> .....	<b>16</b>
1.3.1	English Language Arts .....	16
1.3.2	Mathematics .....	17
1.3.3	Science.....	18
1.3.4	Social Sciences.....	19
1.3.5	Health Education/Physical Education.....	20
1.3.6	Arts Education / Practical and Applied Arts.....	21
1.3.7	Christian Ethics and Catholic Studies .....	22
1.4	<b>Electives</b> .....	<b>22</b>
1.5	<b>French Immersion and Fransaskois Program Requirements</b> .....	<b>22</b>
1.5.1	Kindergarten.....	22
1.5.2	Elementary Level (grades 1 to 5) .....	23
1.5.3	Middle Level (grades 6 to 9).....	24
1.5.4	Secondary Level (grades 10 to 12).....	24
1.5.5	Requirements for the Fransaskois Program .....	26
1.6	<b>Special Project Credits</b> .....	<b>35</b>
1.7	<b>Apprenticeship Credits</b> .....	<b>36</b>
1.8	<b>Prior Learning Credit (Adult 12 Program)</b> .....	<b>36</b>
1.9	<b>Dual Credit Policy</b> .....	<b>37</b>
1.10	<b>Royal Conservatory of Music and Northern Lights Canadian National Conservatory of Music – Dual Credit</b> .....	<b>37</b>
1.11	<b>Course Challenge Process: Policy and Procedures</b> .....	<b>38</b>
1.12	<b>Additional Education Programs</b> .....	<b>38</b>
1.13	<b>Adult Secondary Education Requirements</b> .....	<b>39</b>
<b>2</b>	<b><i>Provincial Examinations</i></b> .....	<b>42</b>
2.1	<b>2022–23 School Year Examination Timetables</b> .....	<b>42</b>
2.2	<b>Provincial Examination Dates 2023-2028 (dates are subject to change)</b> .....	<b>46</b>
2.2.1	Provincial Examinations Sessions 2022-23 .....	47
2.3	<b>Policy Updates and Reminders (Examinations)</b> .....	<b>47</b>
2.3.1	Accreditation .....	47

2.3.2	Mark Blend.....	47
2.3.3	Calculator Use Policy.....	48
	In preparation for calculator failure, students may bring extra calculators and batteries into the examination room. See <i>Presiding Officers' Manual</i> .....	49
2.3.4	Dictionary Use Policy.....	49
2.3.5	English as an Additional Language Students.....	49
2.3.6	Electronic Devices.....	49
2.3.7	Disturbing Content on Examination Responses.....	49
2.3.8	Time Allotment for Provincial Examinations.....	49
2.3.9	Special Provisions Policy.....	50
2.3.10	Translated Examinations.....	50
2.3.11	Examination Appeal Procedures.....	51
2.3.12	Supplemental Examinations.....	51
<b>2.4</b>	<b>Regulations Governing the Conduct of Provincial Examinations.....</b>	<b>52</b>
2.4.1	Security of Examinations.....	52
2.4.2	Examination Centres.....	52
2.4.3	Outside Writing Centres.....	53
2.4.4	Emergent Situations due to Inclement Weather.....	53
<b>3</b>	<b><i>Additional Credit Requirements.....</i></b>	<b><i>55</i></b>
3.1	<b>Policy Updates and Reminders (Credit Requirement Policies).....</b>	<b>55</b>
3.1.1	Mark Adjustment.....	55
3.1.2	Credits in Like-Course Areas.....	55
3.1.3	Transferring from an Alternative Education Program to a Regular Education Program.....	55
3.1.4	Prerequisite Requirements.....	56
<b>4</b>	<b><i>Student Tracking and the Student Data System (SDS).....</i></b>	<b><i>57</i></b>
4.1	<b>Students' Personal Information.....</b>	<b>57</b>
4.1.1	Health Services Number (HSN).....	57
4.1.2	Indigenous People of Canada.....	58
4.1.3	Blocking Student Information.....	58
4.1.4	Exchange Students.....	58
4.1.5	Change of Name, Birthdate or Gender (current students).....	59
4.1.6	Change of Name or Birthdate (adults*).....	59
4.2	<b>Data Submission Timelines.....</b>	<b>60</b>
4.3	<b>Submitting Data.....</b>	<b>61</b>
4.4	<b>Training.....</b>	<b>61</b>
4.5	<b>Security Administration.....</b>	<b>62</b>
4.5.1	Public, Separate, Fransaskois, Historical High Schools, and Associate Schools.....	63
4.5.2	First Nations Schools.....	63
4.5.3	Independent Schools.....	63
4.5.4	Custody and Care Schools.....	63
4.5.5	Post-Secondary sites approved to offer Secondary level courses.....	64
4.6	<b>Student Data System (SDS) Support Model (Service Desk).....</b>	<b>64</b>
4.6.1	MySchoolSask/MonÉcoleSask (MSS/MÉS) Support Model.....	64
	<b>SDS Reporting Functions.....</b>	<b>65</b>
4.7	<b>Locally Developed, Modified and Alternative Education Course Approvals.....</b>	<b>68</b>
4.8	<b>High School Transcripts.....</b>	<b>68</b>
4.9	<b>Frequently Asked Questions.....</b>	<b>69</b>

---

<b>5</b>	<b><i>Educator Service Information</i></b> .....	<b>70</b>
5.1	Teacher Accreditation Records .....	70
5.2	Educator Service Awards and Letters of Recognition for School Division and the Conseil des écoles fransaskoises Staff .....	70
5.3	Electronic Educator Profile (EEP) .....	71
5.4	Educator Separation Form .....	71
5.5	Teaching in Saskatchewan .....	72
<b>6</b>	<b><i>Additional Information</i></b> .....	<b>73</b>
6.1	Attendance Data Collection .....	73
6.2	Summer School Registration .....	73
6.3	Credit Recovery .....	73
6.4	Saskatchewan High School Credit Options.....	73
<b>7</b>	<b><i>Forms</i></b> .....	<b>74</b>
<b>8</b>	<b><i>Appendices</i></b> .....	<b>75</b>
<b>9</b>	<b><i>Supporting Policy Documents</i></b> .....	<b>76</b>
<b>10</b>	<b><i>Course Lists</i></b> .....	<b>77</b>

---

## Introduction

In this handbook,

“Registrar” means the Registrar and Director of the Student and Educator Services Unit of the Ministry of Education.

The Office of the Registrar administers policies related to:

- credit requirements for secondary level completion, Grade 12 provincial examinations, teacher accreditation and the Student Tracking Program.

To support these activities, the Office of the Registrar maintains a central registry of students from Pre-Kindergarten to Grade 12 (the Student Data System) as well as employment records for certified teachers in Saskatchewan.

The *Registrar’s Handbook for School Administrators* provides information on Provincial Examinations and Student and Educator Services programs. It includes directives issued under the authority of [The Education Regulations, 2019](#), pursuant to [The Education Act, 1995, Section 176 \(1\) and \(2\)](#). It is not intended to provide information on teacher certification.

For information on teacher **certification** in Saskatchewan, contact the Saskatchewan Professional Teachers Regulatory Board (SPTRB) online at [www.sptrb.ca](http://www.sptrb.ca) or 306-352-2230 or toll free within Saskatchewan at 1-844-254-2230.

For information on **accreditation** in Saskatchewan high schools, refer to [Section 5](#) of this handbook.

Mailing address:

Ministry of Education  
Student and Educator Services  
1 - 2220 College Avenue  
REGINA SK S4P 4V9  
Telephone: 306-787-6012  
Fax: 306-787-0035  
Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

Ministry of Education  
Assessment Unit  
7 - 2220 College Avenue  
REGINA SK S4P 4V9  
Telephone: 306-787-6037  
Fax: 306-787-5059  
Email: [assessment@gov.sk.ca](mailto:assessment@gov.sk.ca)

Website: [www.saskatchewan.ca](http://www.saskatchewan.ca)

---

## Telephone Contacts

### *Registrar and Director*

Shelley Lowes ..... 306-787-6039  
shelley.lowes@gov.sk.ca

### *Assistant Registrar*

Michelle Burant Epp..... 306-787-1024  
michelle.burantepp@gov.sk.ca

### **Examinations**

#### *Director of Assessment Unit*

Kevin Tonita..... 306-787-1097  
kevin.tonita@gov.sk.ca

#### *Assessment Consultant— English Language Arts*

Shelley Weiss..... 306-787-2362  
shelley.weiss@gov.sk.ca

#### *Assessment Consultant—Sciences*

Jacques Delorme ..... 306-787-5999  
jacques.delorme@gov.sk.ca

#### *Assessment Consultant—Mathematics*

Keith Muir..... 306-787-2362  
keith.muir@gov.sk.ca

#### *Examination Shipping and Receiving*

Christina Radons ..... 306-787-6006  
assessment@gov.sk.ca

### **Student and Educator Services**

#### *Out-of-Province Evaluations; Music Evaluations; Dual Credits*

credit.transfer@gov.sk.ca

*Student and Educator Services* ..... 306-787-6012

student.records@gov.sk.ca

**Transcripts** ..... **306-787-9525**

---

## What's New for 2022-23

Section	Changes
Section 2 – Provincial Examinations	2023-2028 sessions updated
Section 4 - Student Tracking and the Student Data System (SDS)	Electronic Educator Profiles date submission due October 6, 2022
Section 7 - Forms	<ul style="list-style-type: none"><li>• Security forms updated</li><li>• Form 8.2 – Request for Standing Granted recognition OR Waiver of age requirement – Adult 12 (CUAET)</li></ul>
Section 8 - Appendices	<ul style="list-style-type: none"><li>• Appendix I – Student Data System (SDS) Task Reference List: This task list is applicable to ALL schools as identified in appendix.</li><li>• Appendix L - SES Support Model - MSS/MÉS (chart)</li></ul>

---

# 1 Time Allocations and Credit Policy

---

## 1.1 Principles of Core Curriculum

### 1.1.1 Required Areas of Study

The seven Required Areas of Study within the Core Curriculum are:

- language arts
- mathematics
- science
- social science
- health education
- arts education
- physical education

Each required area has unique knowledge, skills, and values that are essential for all students at the elementary, middle, and secondary levels. Therefore, the Required Areas of Study are included throughout the school program from the elementary to secondary levels. In 2007, Saskatchewan was the first province to mandate [Treaty Education](#). Curriculum development is also informed by the policy document, [Inspiring Success: First Nations and Métis PreK-12 Education Policy Framework](#) which envisions an education system that foundationally places Indigenous knowledge systems, cultures and languages within the structures, policies and curricula to ensure an equitable and inclusive system that benefits all learners.

### 1.1.2 Locally Determined Options

The Core Curriculum makes provision in the Kindergarten to Grade 12 school program for locally determined options, to gain time for local or community program priorities. Policy guidelines are as follows:

- At the elementary and middle levels, school divisions and the Conseil des écoles fransaskoises may gain time for locally determined options by reducing the time to be spent in one or more of the required areas up to a maximum of 20%.
- At the secondary level, time for locally determined options is available through the use of courses in the elective categories.
- Locally determined options can be provided through the selection of provincially developed courses or through courses developed at the local level. The Ministry of Education will continue to require all locally developed courses be reviewed for approval by the ministry.

Decisions about the priorities of locally determined program offerings, such as religious education or second language instruction, are best made by boards of education in consideration of local community needs.

[Locally Developed Courses Online Application and Policy](#)  
[Locally Modified Courses Online Application and Policy](#)



---

### 1.1.3 Needs-Based Service Delivery Model

Education in Saskatchewan schools is guided by the needs-based model of service delivery, as it provides students with the supports and services they require to learn based on their individual strengths and needs. For additional details, refer to [Actualizing a Needs-Based Model \(2015\)](#).

### 1.1.4 Adaptive Dimension

The Adaptive Dimension refers to the concept of making adjustments to any or all of the following variables: learning environment, instruction, assessment and resources. Adjustments to these variables are intended to make learning meaningful and appropriate and to support student achievement. Within the context of the Adaptive Dimension, curricular outcomes are not changed; adaptive variables are adjusted so that the curricular outcomes can be achieved. The Adaptive Dimension is a necessary component of all educational programs. For more information, refer to [The Adaptive Dimension for Saskatchewan K-12 Students \(2017\)](#).

The Adaptive Dimension:

- regards teachers as professionals who have the authority and the responsibility to make adaptations to the learning environment, instruction, assessment and resources to meet the needs of all students;
- encourages dialogue among professionals concerning the most appropriate support and effective means of responding to individual differences within the classroom;
- supports the understanding that decisions about adaptations are best made by professionals working with students on a daily basis;
- does not change curricular outcomes; and,
- promotes environments that cultivate collegiality and interprofessional collaboration fostered through the leadership of school administrators.

## 1.2 Time and Credit Allocations

Treaty education is mandatory in Saskatchewan. In Saskatchewan curricula, there are opportunities to learn about treaties within a variety of subject areas and grade levels. [Treaty Education Outcomes and Indicators](#) for each grade level are also available.

### 1.2.1 Kindergarten

To support programming at the Kindergarten level for English programs, refer to the [Children First: A Resource for Kindergarten \(2009\)](#) and the [Kindergarten Curriculum \(2010\)](#). Kindergarten requires the Areas of Study to be integrated using inquiry and play-based learning approaches; specific allotment of time for each area of study is not required. The instructional time required for Kindergarten is 475 hours each school year.

## 1.2.2 Elementary Level (grades 1 to 5)

The balance of time required for each area of study at the elementary level will continue to be as follows:

Area of Study	Minutes per Week
Language arts	560
Mathematics	210
Science	150
Social studies	150
Health education	80
Arts education	200
Physical education	150
<b>Locally determined options *</b>	
• maximum	300
• minimum	0
<b>Total time available</b>	<b>1,500</b>

\*Time for locally determined options may be gained by reducing areas of study by no more than 20% in any area. This creates a maximum of 300 minutes per week for locally developed options.

**Note:** Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in [section 1.5](#) of this document.

### 1.2.3 Middle Level (grades 6 to 9)

The balance of time required for each area of study at the middle level will continue to be as follows:

Area of Study	Minutes per Week	
	Grade 6	Grades 7 to 9
<b>Grade Level</b>		
Language arts	510	300
Mathematics	210	200
Science	150	150
Social studies	150	150
Health education	80	100
Arts education	200	200
Physical education	150	150
Career education	50	50
Practical and applied arts survey course*	0	75
<b>Locally determined options **</b>		
• maximum	300	300
• minimum	0	125
<b>Total time available</b>	<b>1,500</b>	<b>1,500</b>

**Career Education is compulsory for students in grades 6 to 9. Thirty hours per year or 50 minutes per week/per grade level are required for Career Education instruction.**

\*Students entering Grade 7 are required to take at least three **Practical and Applied Arts (PAA)** survey courses before completing Grade 9. Each course must be a minimum of 50 hours. The modules for these three PAA survey courses must be chosen using criteria recommended in the [Practical and Applied Arts Handbook](#). Students in grades 7 to 9 may use Christian ethics or Catholic studies courses to fulfill two of the three PAA survey courses requirement.

\*\*Time for locally determined options may be gained by reducing the Required Areas of Study by no more than 20% in any area. This creates a maximum of 300 minutes per week for grades 6 to 9.

**Note:** Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in [section 1.5](#) of this document.

## 1.2.4 Secondary Level (grades 10 to 12)

At the secondary level, there are three categories in which students must obtain credits:

- **required courses of study** which are compulsory courses intended to provide a general education;
- **specified areas of study** which are intended to allow students to continue to take courses of a general nature or to specialize in areas of individual interest; and,
- **electives** which allow for further choice and specialization based on individual needs and local priorities.

### Credit Policy

The following chart outlines the credit policy for secondary education in Saskatchewan.

Area of Study	Number of Credits Required
English language arts	5
Mathematics	2
Science	2
Social science (includes Canadian Studies)	3
Health education/physical education	1
Arts education/practical and applied arts	2
<b>Sub-Total</b>	<b>15</b>
Electives	9
<b>Total</b>	<b>24</b>

#### Note:

- One credit is equivalent to 100 credit hours; a 100 credit hour course should be allocated between 95 and 100 hours of instructional time.
  - Section 19 of [The Education Regulations, 2019](#), definition of Instructional time is:
    - *Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education or conseil scolaire.*

**Note:** Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in [section 1.5](#) of this document.

## Credit Requirements for grades 10, 11, and 12

### Regular Program — 24 Credit Policy

Grade 10	Grade 11	Grade 12
minimum 8 credits	minimum 16 credits	minimum 24 credits (5 of which must be at the 30 Level)
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
English Language Arts A 10 and English Language Arts B 10;	English Language Arts 20;	English Language Arts A 30 and English Language Arts B 30;
Social Studies 10, History 10 or Native Studies 10;	a mathematics at the 20 level;	Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies;
Science 10;		
a mathematics at the 10 level;		a science at level 20 or 30 *
		a social science at level 20 or 30
3 electives at level 10, 20 or 30		6 additional elective credits at level 20 or 30
2 credits in arts education or practical and applied arts at level 10, 20 or 30		
Wellness 10, Physical Education 20 or Physical Education 30		

#### Note:

- One credit is equivalent to 100 credit hours; a 100 credit hour course should be allocated between 95 and 100 hours of instructional time.
  - Section 19 of [The Education Regulations, 2019](#), definition of Instructional time is:
    - *Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education or conseil scolaire.*
- Modified courses (11, 21, 31 and 10 A, 20 A, 30 A) can be used to fulfill requirements in the required courses of study, specified areas of study and electives.
- Locally developed courses (designated with an L) may be used to meet elective requirements only.
- Graduation requirements are minimum requirements for Grade 12 standing. Students may choose to exceed these requirements.
- \*Science 20 or 30 prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

## Secondary Level Courses of Study

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
<b>Required Courses of Study</b>		
English Language Arts A 10 English Language Arts B 10  Science 10  <b>One of:</b> Math: Foundations and Pre-calculus 10 Math: Workplace and Apprenticeship 10  <b>One of:</b> Social Studies 10 History 10 Native Studies 10	English Language Arts 20     <b>One of:</b> Math: Foundations 20 Math: Pre-calculus 20 Math: Workplace and Apprenticeship 20	English Language Arts A 30 English Language Arts B 30     <b>One of:</b> Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies
<b>Specified Areas of Study</b> In addition to the above required courses of study, credits are required in the following specified areas of study:		
<b>Science</b> One additional credit required at 20 or 30 Level*		
	Environmental Science 20 Physical Science 20 Health Science 20 Computer Science 20	Earth Science 30 Biology 30 Chemistry 30 Physics 30 Computer Science 30
<b>Social Science</b> One additional credit required at 20 or 30 level		
	Social Studies 20 History 20 Native Studies 20 Economics 20 Geography 20 Psychology 20	Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies Economics 30 Geography 30 Psychology 30 Law 30
<b>Health/Physical Education</b> One credit required at 10, 20, or 30 level		
Wellness 10	Physical Education 20	Physical Education 30

## Secondary Level Courses of Study (continued)

Specified Areas of Study (continued)	
<b>Arts Education/Practical and Applied Arts - Two credits required at the 10, 20, or 30 Level**</b>	
<u>Arts Education</u> Arts Education 10, 20, 30 Band 10, 20, 30 Choral 10, 20, 30 Dance 10, 20, 30 Drama 10, 20, 30 Guitar 10, 20, 30 Instrumental Jazz 10, 20, 30 Music 10, 20, 30 Studio Art 20, 30 Visual Art 10, 20, 30 Vocal Jazz 10, 20, 30  <u>Practical and Applied Arts</u> Accounting 10, 20, 30 Agricultural Equipment Technician 20, 30 Agriculture Business 30 Agriculture, Food Sustainability and Security 20, 30 Agriculture Production A 10, B 10, A 20, B 20, A 30, B 30 Agriculture Studies 30 Apprenticeship A 20, B 20, A 30, B 30 Autobody 10, A 20, B 20, A 30, B 30 Career and Work Exploration 10, 20, A 30, B 30 Clothing, Textiles, and Fashion 10, 20, 30 Commercial Cooking 10, 20, 30 Communication Media 10, 20, 30 Construction and Carpentry 10, 20, 30 Design Studies 10, 20, 30 Drafting and Computer-Aided Design 10, 20, 30 Electrical and Electronics 10	<u>Practical and Applied Arts (continued)</u> Electrical 20, 30 Electronics 20, A 30, B 30 Energy and Mines 10, 20, 30 Entrepreneurship 20, 30 Esthetics 20, 30 Financial Literacy 20, 30 Food Studies 10, 20, 30 Forestry Studies 20, 30 Graphic Arts 20, 30 Hairstyling 20, 30 Hairstyling and Esthetics 10, 20, 30 Horticulture 10, 20, 30 Information Processing 10, 20, 30 Interior Design and Decorating 30 Life Transitions 20, 30 Machining 10, 20, 30 Marketing 20 Mechanical and Automotive 10, A 20, B 20, A 30, B 30 Photography 10, 20, 30 PAA Survey A 10, B 10, A 20, B 20, A 30, B 30 Robotics and Automation 10, 20, 30 Theatre Arts 20, 30 Tourism 10, 20, 30 Upholstery 10, 20, 30 Welding 10, 20, A 30, B 30 Wildlife Management 10, 20, 30

### Note:

- One credit is equivalent to 100 credit hours; a 100 credit hour course should be allocated between 95 and 100 hours of instructional time.
  - Section 19 of [The Education Regulations, 2019](#), definition of Instructional time is:
    - Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education or conseil scolaire.*
- In general, Practical and Applied Arts credits do not have prerequisite credits; however, prerequisite modules, as identified in curriculum documents, must be respected. It is recommended that certain courses be offered in the 10, 20, 30 level sequencing as noted on the [Secondary Level Course List](#) sheet.

- Modified courses (11, 21, 31, and 10 A, 20 A, 30 A) can be used to fulfill requirements in the required courses of study, specified areas of study, and electives.
- \*Science 20 or 30 and social sciences prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2019*.
- \*\*To meet the credit requirements for graduation of the 24 credit policy, students may use Christian ethics or Catholic studies courses to fulfill the compulsory two-credit requirement in the Arts education/practical and applied arts areas of study.

## Electives

To meet the credit requirements for graduation, students are required to take **nine** elective courses at the secondary level. These courses will include at least **six** courses at Grade 11 or 12. To fulfill elective credit requirements, students may choose courses from the Required Areas of Study, the Practical and Applied Arts, language courses, locally developed courses and dual credit courses. In addition, students may acquire up to three credits for student initiated learning projects (see [Special Project Credits](#)).

## 1.3 Areas of Study

Further description of the credit requirements for each area of study is included in the sections that follow.

### 1.3.1 English Language Arts

#### Policy

To meet the credit requirements for graduation of the 24 credit policy, students are required to take **five** compulsory English language arts courses at the secondary level.

#### Compulsory English Language Arts Courses

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
English Language Arts A 10	English Language Arts 20	English Language Arts A 30
English Language Arts B 10		English Language Arts B 30

#### Note:

- English Language Arts A 10 and B 10 are the prerequisite courses for English Language Arts 20.
- English Language Arts 20 is the prerequisite course for English Language Arts A 30 and B 30.
- At Grade 11 or 12, students may also choose to enrol in an elective English language arts course. Provincially developed level 20 courses (e.g., Creative Writing 20, Journalism Studies 20 and Media Studies 20) may be used to fulfill course elective options.



## 1.3.2 Mathematics

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** mathematics courses at the secondary level. These courses must include one level 10 course and one level 20 or 30 course\*.

#### Compulsory Mathematics Courses

Level 10 (Grade 10)	Level 20 or 30* (Grade 11 or 12)	
One of:	One of:	
Math: Foundations and Pre-calculus 10 or Math: Workplace and Apprenticeship 10	Math: Foundations 20 or Math: Workplace and Apprenticeship 20 or Math: Pre-calculus 20	Math: Foundations 30 or Math: Workplace and Apprenticeship 30 or Math: Pre-calculus 30 or Calculus 30

#### Note:

- Students are encouraged to take both math courses at the Grade 10 level.
- \*Mathematics 20 or 30 course prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

---

### 1.3.3 Science

#### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory science courses at the secondary level. These compulsory courses include one level 10 course and one level 20 or 30 course\*.

#### Compulsory Science Courses

Level 10 (Grade 10)	Level 20 or 30* (Grade 11 or 12)	
Science 10	Environmental Science 20 or Physical Science 20 or Health Science 20 or Computer Science 20	Earth Science 30 or Biology 30 or Chemistry 30 or Physics 30 or Computer Science 30

#### Prerequisites:

- Science 10 is the prerequisite course for all level 20 science courses.
- Either Environmental Science 20 or Health Science 20 can be used as the prerequisite for Biology 30.
- Physical Science 20 is the prerequisite for Physics 30 and Chemistry 30.
- Either Environmental Science 20 or Physical Science 20 can be used as the prerequisite for Earth Science 30.
- Computer Science 20 is the prerequisite for Computer Science 30.
- \* Science 20 or 30 and social sciences prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

### 1.3.4 Social Sciences

#### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level. These compulsory courses include one at the 10 level, one Canadian studies at the 30 level\*, and one additional 20/30 social science course.

\* The Canadian studies credit can be fulfilled by taking **one** of:

- History 30: Canadian Studies;
- Native Studies 30: Canadian Studies; and,
- Social Studies 30: Canadian Studies.

#### Compulsory Social Science Courses

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
History 10 or Native Studies 10 or Social Studies 10		History 30: Canadian Studies or Native Studies 30: Canadian Studies or Social Studies 30: Canadian Studies
	One additional credit required at level 20 or 30 from: History 20                      History 30: Canadian Studies Native Studies 20            Native Studies 30: Canadian Studies Social Studies 20            Social Studies 30: Canadian Studies Economics 20                Law 30 Geography 20                Economics 30 Psychology 20                Geography 30 Psychology 30	

---

### 1.3.5 Health Education/Physical Education

#### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **one** compulsory health education or physical education course at the secondary level.

#### Compulsory Health Education/Physical Education Course

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
Wellness 10 or Physical Education 20 or Physical Education 30		

#### Note:

- No prerequisites are required for Wellness 10 or for Physical Education 20 or 30.

## 1.3.6 Arts Education / Practical and Applied Arts

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory courses from the areas of arts education and/or practical and applied arts. These compulsory courses can be taken at level 10, 20 or 30 from either or both areas.

### Arts Education/Practical and Applied Arts Courses

Two credits required at the 10, 20 or 30 level from:	
<u>Arts Education</u> Arts Education 10, 20, 30 Band 10, 20, 30 Choral 10, 20, 30 Dance 10, 20, 30 Drama 10, 20, 30 Guitar 10, 20, 30 Instrumental Jazz 10, 20, 30 Music 10, 20, 30 Studio Art 20, 30 Visual Art 10, 20, 30 Vocal Jazz 10, 20, 30  <u>Practical and Applied Arts</u> Accounting 10, 20, 30 Agricultural Equipment Technician 20, 30 Agriculture Business 30 Agriculture, Food Sustainability and Security 20, 30 Agriculture Production A 10, B 10, A 20, B 20, A 30, B 30 Agriculture Studies 30 Apprenticeship A 20, B 20, A 30, B 30 Autobody 10, A 20, B 20, A 30, B 30 Career and Work Exploration 10, 20, A 30, B 30 Clothing, Textiles, and Fashion 10, 20, 30 Commercial Cooking 10, 20, 30 Communication Media 10, 20, 30 Construction and Carpentry 10, 20, 30 Design Studies 10, 20, 30 Drafting and Computer-Aided Design 10, 20, 30 Electrical and Electronics 10	<u>Practical and Applied Arts (continued)</u> Electrical 20, 30 Electronics 20, A 30, B 30 Energy and Mines 10, 20, 30 Entrepreneurship 20,30 Esthetics 20, 30 Financial Literacy 20, 30 Food Studies 10, 20, 30 Forestry Studies 20, 30 Graphic Arts 20, 30 Hairstyling 20, 30 Hairstyling and Esthetics 10, 20, 30 Horticulture 10, 20, 30 Information Processing 10, 20, 30 Interior Design and Decorating 30 Life Transitions 20, 30 Machining 10, 20, 30 Marketing 20 Mechanical and Automotive 10, A 20, B 20, A 30, B 30 Photography 10, 20, 30 PAA Survey A 10, B 10, A 20, B 20, A 30, B 30 Robotics and Automation 10, 20, 30 Theatre Arts 20, 30 Tourism 10, 20, 30 Upholstery 10, 20, 30 Welding 10, 20, A 30, B 30 Wildlife Management 10, 20, 30

---

### 1.3.7 Christian Ethics and Catholic Studies

#### Policy

To meet the credit requirements for graduation of the 24 credit program, students may use Christian ethics or Catholic studies courses to fulfill the compulsory **two** credit requirement in the arts education/practical and applied arts areas of study.

## 1.4 Electives

#### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **nine** elective courses at the secondary level. These courses include at least **six** courses at Grade 11 or 12.

#### Elective Courses (9 courses required)

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
	at least 6 courses	

#### Note:

- To fulfill elective credit requirements, students may choose courses from the required areas of study, the practical and applied arts, language courses, dual credit courses and locally developed courses. In addition, students may acquire up to three credits for student initiated projects (see [Special Project Credits](#)).

## 1.5 French Immersion and Fransaskois Program Requirements

Treaty education is mandatory in Saskatchewan. In Saskatchewan curricula, there are opportunities to learn about treaties within a variety of subject areas and grade levels. [Treaty Education Outcomes and Indicators](#) for each grade level are also available.

The following outlines the credit policy of the 24 credit program for French Immersion programs and Fransaskois schools.

### 1.5.1 Kindergarten

To support programming at the Kindergarten level for French Immersion programs, refer to the [Immersion française Maternelle \(2015\)](#). French Immersion follows an interdisciplinary curriculum that integrates the required areas of study; specific allotment of time for each area of study is not required. The French language instructional time allocations to support the goals of French Immersion Kindergarten are 100% as indicated in the [Handbook for Leaders of French as a Second Language \(FSL\) Programs](#). The French language instructional time required for Kindergarten is 475 hours each school year.

To support programming at the Kindergarten level for Fransaskois programs, refer to the [Jouer et explorer : guide du programme d'apprentissage pour la petite enfance \(2008\)](#) and the [Maternelle Éducation fransaskoise \(2010\)](#). Fransaskois Kindergarten follows an integrated, holistic and play-based learning approach; specific allotment of time for each area of study is not required. The instructional time required for Kindergarten is 475 hours each school year.

## Time and Credit Allocations

### 1.5.2 Elementary Level (grades 1 to 5)

Area of study	Minutes per Week			
	Grades 1-3		Grades 4-5	
	Immersion	Fransaskois	Immersion	Fransaskois
Language arts: English and <i>Français</i> *	750	750	750	700
Mathematics	170	200	170	200
Science	120	120	120	160
Social studies	120	110	120	120
Health education	60	60	60	60
Arts education	160	140	160	140
Physical education	120	120	120	120
<b>Locally determined options</b>				
• maximum	120	120	120	120
• minimum	0	0	0	0
<b>Total time available</b>	<b>1500</b>		<b>1500</b>	

\* Depending on the type of program, English language arts (ELA) is introduced at different times. In French Immersion, the introduction of ELA may be in Grade 3 in order to maximize the benefits of learning French, the language of instruction in that program.

Note: Due to the interdisciplinary structure of grades 1 and 2 French Immersion curricula, the required areas of study are integrated.

In Fransaskois education, ELA is introduced formally in Grade 4. Once English language arts is introduced, the suggested number of minutes for language arts must be divided between French and English language arts in a manner that meets the needs of students and the demands of the programs.

### 1.5.3 Middle Level (grades 6 to 9)

Area of study	Minutes per Week			
	Grade 6		Grades 7-9	
	Immersion	Fransaskois	Immersion	Fransaskois
Language arts: English and <i>Français</i>	700	600	600	600
Mathematics	180	200	190	200
Science	120	120	120	120
Social studies	120	120	120	120
Health education	60	60	80	70
Arts education	160	150	160	150
Physical education	120	120	120	120
Career education	40	40	40	40
Practical and applied arts survey courses*	0	90	70	80
<b>Locally determined options</b>				
• maximum	120	120	120	120
• minimum	0	0	0	0
<b>Total time available</b>	<b>1500</b>		<b>1500</b>	

\* Students entering Grade 7 (Grade 6 for CEF) are required to take at least three Practical and Applied Arts (PAA) survey courses before completing Grade 9. Each course must be a minimum of 50 hours. The modules for these three PAA survey courses must be chosen using criteria recommended in the [Practical and Applied Arts Handbook](#). Students in grades 7 to 9 (Grade 6 for CEF) may use Christian ethics or Catholic studies courses to fulfill two of the three PAA survey courses requirement. Career Education is compulsory for students in grades 6 to 9. Approximately 30 hours or 40 minutes per week per grade level are required for Career Education instruction.

### 1.5.4 Secondary Level (grades 10 to 12)

#### Requirements for Bilingual Mention – French Immersion Programs

To meet the requirements for bilingual mention on the *Transcript of Secondary Level Achievement*, students are required to complete a **minimum of 12 credits** taken in French in addition to meeting the English program requirements with the exception of the English language arts area.

Note: A minimum cumulative total of four credits taken in French is required for Grade 10, eight credits for Grade 11, and 12 credits for Grade 12.

The 12 courses necessary for bilingual mention must include three French language arts courses (*Français Immersion 10, 20, 30*). The other nine credits can be obtained from courses in the remaining areas of study or electives that are taught in French.



## French Immersion Program / Programme d'immersion française

Grade 10 / 10 <sup>e</sup> année	Grade 11 / 11 <sup>e</sup> année	Grade 12 / 12 <sup>e</sup> année
minimum cumulative total of 8 credits (4 credits must be in French) / <i>minimum de 8 crédits dont 4 en français</i>	minimum cumulative total of 16 credits (8 credits must be in French) / <i>minimum de 16 crédits dont 8 en français</i>	minimum cumulative total of 24 credits (5 of which must be at the 30 level and 12 must be in French) / <i>minimum de 24 crédits dont 5 crédits de niveau 30 et 12 en français</i>
<b>Compulsory Courses/ Cours obligatoires:</b>	<b>Compulsory Courses/ Cours obligatoires:</b>	<b>Compulsory Courses/ Cours obligatoires:</b>
English Language Arts A 10 <b>or / ou</b> English Language Arts B 10;  <i>Français immersion 10;</i>  Social Studies 10; <b>or / ou</b> <i>Sciences humaines 10</i> <b>or</b> History 10 <b>or / ou</b> <i>Histoire 10</i> ; <b>or</b> Native Studies 10;  Science 10 / <i>Sciences 10</i> ;  a math at the 10 level / <i>un cours de niveau 10 de mathématiques</i> ;	English Language Arts 20;  <i>Français immersion 20;</i>  a math at the 20 level / <i>un cours de niveau 20 de mathématiques</i> ;	English Language Arts A 30 <b>or / ou</b> English Language Arts B 30;  <i>Français immersion 30;</i>  Social Studies 30: Canadian Studies <b>or</b> History 30: Canadian Studies <b>or</b> Native Studies 30: Canadian Studies <b>or / ou</b> <i>Sciences sociales immersion 30</i>
	a science 20 or 30* / <i>un cours de niveau 20 ou 30* de sciences</i>	
	a social science 20 or 30 / <i>un cours de niveau 20 ou 30 en sciences sociales</i>	
3 electives at level 10, 20 or 30/ <i>3 cours au choix de niveau 10, 20 ou 30</i>	5 additional elective credits at level 20 or 30 / <i>5 autres cours au choix de niveau 20 ou 30</i>	
2 credits in arts education or practical and applied arts at level 10, 20, or 30 / <i>2 crédits de niveau 10, 20 ou 30 dans les domaines de l'éducation artistique ou des arts pratiques et appliqués</i>		
Wellness 10, Physical Education 20, or Physical Education 30 / <i>Mieux-être 10, Éducation physique 20, ou Éducation physique 30</i>		

- \* Science 20 or 30 prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

### Note:

- One credit is equivalent to 100 credit hours; a 100 credit hour course should be allocated between 95 and 100 hours of instructional time.
  - Section 19 of [The Education Regulations, 2019](#), definition of Instructional time is:
    - Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education or conseil scolaire.*

## 1.5.5 Requirements for the Fransaskois Program

All subjects other than English Language Arts are taught in French.

Note: To meet the requirements of the 24 credit program for Francophone bilingual mention on the *Transcript of Secondary Level Achievement*, students are required to complete a **minimum of 21 credits** taken in French in addition to meeting the English program requirements with the exception of the English language arts area.

### Programme Fransaskois

10e année	11e année	12e année
8 crédits minimum	16 crédits minimum	24 crédits minimum (dont au moins 5 de niveau 30)
<b>Cours obligatoires:</b>	<b>Cours obligatoires:</b>	<b>Cours obligatoires:</b>
<i>Français fransaskois A 10 et Français fransaskois B 10;</i>  <i>English Language Arts A 10 ou English Language Arts B 10;</i>  <i>Sciences sociales fransaskois 10;</i>  <i>Sciences 10;</i>  <i>un crédit en mathématiques de niveau 10;</i>	<i>Français fransaskois 20;</i>  <i>English Language Arts 20;</i>  <i>un crédit en mathématiques de niveau 20;</i>	<i>Français fransaskois A 30 et Français fransaskois B 30;</i>  <i>English Language Arts A 30 ou English Language Arts B 30;</i>  <i>Sciences sociales fransaskois 30;</i>
	<i>un crédit en sciences de niveau 20 ou 30*;</i>	
	<i>un crédit en sciences sociales de niveau 20 ou 30;</i>	
<b>Cours facultatifs:</b> 2 crédits au choix de niveau 10	<b>Cours facultatifs:</b> 4 crédits au choix de niveau 20 ou 30	
<i>un crédit au choix parmi Mieux-être 10, Éducation physique 20 ou Éducation physique 30;</i>		
<i>2 crédits de niveau 10, 20 ou 30 dans les domaines de l'éducation artistique ou des arts pratiques et appliqués.</i>		

- \* Science 20 or 30 prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

## Comparison of French Immersion / Fransaskois Program Requirements

Area of study	Number of Credits Required	
	Immersion	Fransaskois
English language arts	3	3
French language arts	3	5
Mathematics	2	2
Science	2	2
Social sciences	3	3
Health education / Physical education	1	1
Arts education / practical and applied arts	2	2
<b>Sub-Total</b>	<b>16</b>	<b>18</b>
Electives	8	6
<b>Total</b>	<b>24</b>	<b>24</b>

## English Language Arts – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory English language arts courses at the secondary level. These compulsory courses include **three** courses in a Grade 10, 11 and 12 sequence.

#### Compulsory English Language Arts Courses

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
English Language Arts A 10 or B 10	English Language Arts 20	English Language Arts A 30 or B 30

## French Language Arts

### French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory French language arts courses at the secondary level. These compulsory courses include one course at each grade level.

### French Language Arts Courses

	Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
<b>Compulsory</b>	<i>Français immersion 10</i>	<i>Français immersion 20</i>	<i>Français immersion 30</i>

### Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **five** compulsory French language arts courses at the secondary level. These language-based compulsory courses include two courses at Grade 10, one course at Grade 11, and two courses at Grade 12.

### French Language Arts Courses

	Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
<b>Compulsory</b>	<i>Français fransaskois A 10</i> <i>Français fransaskois B 10</i>	<i>Français fransaskois 20</i>	<i>Français fransaskois A 30</i> <i>Français fransaskois B 30</i>

**Note:**

- A 30 or B 30 can be taken during Grade 11 or 12.

## Mathematics – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** mathematics courses at the secondary level. These courses must include one course at level 10 and one course at level 20 or 30\*.

#### Compulsory Mathematics Courses

Level 10 (Grade 10)	Level 20 or 30* (Grade 11 or 12)	
One of:	One of:	
<i>Maths : fondements des mathématiques et précalcul 10</i> or <i>Maths : milieu de travail et formation d'apprentis 10</i>	<i>Maths : fondements des mathématiques 20</i> or <i>Maths : milieu de travail et formation d'apprentis 20</i> or <i>Maths : précalcul 20</i>	<i>Maths : fondements des mathématiques 30</i> or <i>Maths : milieu de travail et formation d'apprentis 30</i> or <i>Maths : précalcul 30</i> or <i>Calcul 30</i>

#### Note:

- Students are encouraged to take both mathematics courses at the Grade 10 level.
- Immersion students have the option of selecting from the English list as well (see [section 1.3.2](#)) provided they respect the general requirement for the bilingual mention as specified in [section 1.5.4](#)).
- \* Mathematics 20 or 30 course prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

## Science – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory science courses at the secondary level. These compulsory courses include one course at Level 10 and one course at Level 20 (see [Requirements for Bilingual Mention – French Immersion Programs](#) and [Requirements for the Fransaskois Program](#)).

#### Science Courses

Level 10 (Grade 10)	Level 20 or 30* (Grade 11 or 12)	
Sciences 10	<i>Sciences de la santé 20</i> or <i>Sciences de l'environnement 20</i> or <i>Sciences physiques 20</i> or <i>Informatique 20</i>	<i>Sciences de la terre 30</i> or <i>Biologie 30</i> or <i>Physique 30</i> or <i>Chimie 30</i> or <i>Informatique 30</i>

#### Note:

- *Sciences 10* is the foundation prerequisite course.
- *Sciences de la santé 20* is the prerequisite for *Biologie 30*.
- *Sciences de l'environnement 20* is the prerequisite for *Biologie 30*, and *Sciences de la Terre 30*.
- *Sciences physiques 20* is the prerequisite for *Science de la Terre 30*, *Physique 30* and *Chimie 30*.
- *Informatique 20* is the prerequisite for *Informatique 30*.
- Immersion students have the option of selecting from the English list as well (see [section 1.3.3](#)) provided they respect the general requirement for the bilingual mention as specified in [section 1.5.4](#).
- \* Science 20 or 30 course prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

## Social Sciences

### French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level (see [Requirements for Bilingual Mention – French Immersion Programs](#)).

#### Social Science Courses

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
Social Studies 10 or <i>Science humaines 10</i> or History 10 or <i>Histoire 10</i> or Native Studies 10		Social Studies 30: Canadian Studies or History 30: Canadian Studies or Native Studies 30: Canadian Studies or <i>Sciences sociales immersion 30</i>
	One additional credit required at level 20 or 30	
	History 20 <i>Histoire 20</i> Native Studies 20 Social Studies 20 Economics 20 Geography 20 Psychology 20 <i>Psychologie 20</i> Law 30 <i>Droit 30</i> Economics 30 Geography 30 Psychology 30 <i>Psychologie 30</i>	

---

## Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level.

### Social Science Courses

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
<i>Sciences sociales fransaskois 10</i>		<i>Sciences sociales fransaskois 30</i>
	One additional required credit	

## Health Education/Physical Education – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **one** compulsory health education or physical education course at the secondary level (see [Requirements for Bilingual Mention – French Immersion Programs](#) and [Requirements for the Fransaskois Program](#)).

### Compulsory Health Education/Physical Education Course

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
<i>Mieux-être 10 or Éducation physique 20 or Éducation physique 30</i>		

#### Note:

- No prerequisites are required for *Mieux-être 10* or *Éducation physique 20* or *Éducation physique 30*.
- French Immersion students have the option of selecting from the English list as well (see [section 1.3.5](#)) provided they respect the general requirement for the bilingual mention as specified in [section 1.5.4](#)).



---

## Arts Education/Practical and Applied Arts – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory courses from the areas of arts education and/or practical and applied arts. These compulsory courses can be taken at grades 10, 11, or 12 from either or both areas (see [Requirements for Bilingual Mention – French Immersion Programs](#) and [Requirements for the Fransaskois Program](#)).

## Arts Education/Practical and Applied Arts Courses

Two credits required Grade 10, 11, or 12 from:	
<p><u>Arts Education</u></p> <p><i>Art dramatique 10, 20, 30</i></p> <p><i>Arts visuels 10, 20, 30</i></p> <p><i>Atelier d'art 20, 30</i></p> <p><i>Chorale 10, 20, 30</i></p> <p><i>Danse 10, 20, 30</i></p> <p><i>Éducation artistique 10, 20, 30</i></p> <p><i>Guitare 10, 20, 30</i></p> <p><i>Harmonie 10, 20, 30</i></p> <p><i>Musique 10, 20, 30</i></p> <p><u>Practical and Applied Arts</u></p> <p><i>Agriculture, durabilité et sécurité 20</i></p> <p><i>Alimentation 10, 20, 30</i></p> <p><i>Arts du théâtre 20, 30</i></p> <p><i>APA Cours Combiné A 10, B 10, A 20, B 20, A 30, B 30</i></p> <p><i>Coiffure 20, 30</i></p> <p><i>Coiffure et soins esthétiques 10, 20, 30</i></p> <p><i>Comptabilité 10, 20, 30</i></p> <p><i>Construction et charpenterie 10, 20, 30</i></p> <p><i>Cuisine commerciale 10, 20, 30</i></p> <p><i>Design technique et industriel 10, 20, 30</i></p> <p><i>Électrique et électronique 10</i></p> <p><i>Électrique 20, 30</i></p> <p><i>Électronique 20, A 30, B 30</i></p> <p><i>Électro-technologies 10, 20, 30</i></p> <p><i>Énergies et mines 10, 20, 30</i></p>	<p><u>Practical and Applied Arts (continued)</u></p> <p><i>Entrepreneuriat 20, 30</i></p> <p><i>Entreprise et innovation 10, 20, 30</i></p> <p><i>Études alimentaires 10, 20, 30</i></p> <p><i>Études forestières 20, 30</i></p> <p><i>Exploration de carrières et d'emplois 10, 20, A 30, B 30</i></p> <p><i>Fabrication 10, 20, 30</i></p> <p><i>Faune 10, 20, 30</i></p> <p><i>Foresterie 10, 20, 30</i></p> <p><i>Formation d'apprentis A 20, B 20, A 30, B 30</i></p> <p><i>Gestion de faune 10, 20, 30</i></p> <p><i>Gestion et marketing 10, 20, 30</i></p> <p><i>Littératie financière 20, 30</i></p> <p><i>Marketing 20 (français)</i></p> <p><i>Mécanique et automobile 10, A 20, B 20, A 30, B 30</i></p> <p><i>Médias de communication 10, 20, 30</i></p> <p><i>Photographie 10, 20, 30</i></p> <p><i>Pratiques agricoles 10, 20, 30</i></p> <p><i>Production Agricole A 10, B 10, A 20, B 20, A 30, B 30</i></p> <p><i>Robotique et automatisation 10, 20, 30</i></p> <p><i>Santé communautaire 10, 20, 30</i></p> <p><i>Soins esthétiques 20, 30</i></p> <p><i>Tourisme 10, 20, 30</i></p> <p><i>Traitement de l'information 10, 20, 30</i></p> <p><i>Transitions dans la vie 20, 30</i></p> <p><i>Vêtements, textiles et mode 10, 20, 30</i></p>
<p>For course offerings in English in the practical and applied arts, refer to the list of <a href="#">Secondary Level Courses</a>.</p>	

**Note:**

- French immersion students have the option of selecting from the English list as well (see [section 1.3.6](#)), provided they respect the general requirement for the bilingual mention as specified in [section 1.5.4](#).
- The *Français immersion intégré A 20* and *B 20* may be used to meet the practical and applied arts requirements as well as the elective requirements.
- *Français immersion intégré A 20* and *B 20* can be taken during Grade 11 or 12.
- *Français immersion 10* is a prerequisite for *Français immersion intégré A 20* and *B 20*.
- In general, Practical and Applied Arts credits do not have prerequisite credits; however, prerequisite modules, as identified in curriculum documents, must be respected. It is recommended that certain courses be offered in the 10, 20, 30 level sequencing as noted on the Secondary Level Course List.

---

## Electives

### French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **eight** elective courses at the secondary level. These courses include at least **five** courses at Grade 11 or 12 (see [Requirements for Bilingual Mention – French Immersion Program](#)).

### Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **six** elective courses at the secondary level. These courses include at least **four** courses at Grade 11 or 12 (see [Requirements for the Fransaskois Program](#)).

## Christian Ethics/Catholic Studies – French Immersion and Fransaskois Programs

### Policy

To meet the credit requirements for graduation of the 24 credit program, students may use *Éducation chrétienne* or *Études catholiques* or *Éthique et éducation morale (CEF)* courses to fulfill the compulsory two credit requirement in the arts education/practical and applied arts areas of study.

## 1.6 Special Project Credits

### Policy

To meet credit requirements for secondary level completion, the Ministry of Education will recognize up to three special project credits per student for student initiated projects on the basis of work proposed and completed by an individual student.

Special project credits are not dual credit courses.

For more information, refer to the [Special Project Credit Policy](#).

Since 2019, special project credits have received a Standing Granted (SG) as a final mark record. A final per cent (%) mark is not required. All special project credits are to be submitted to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca) using [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#) accompanied by a copy of the student's completed Special Project Credit Proposal. Special project credits may be subject to auditing by the Office of the Registrar.

*The school division or the Conseil des écoles fransaskoises shall retain a copy of each Special Project Proposal on file for a minimum of five years.*

---

## 1.7 Apprenticeship Credits

### Policy

Students employed under the supervision of a journeyperson in a job in which the hours worked are eligible for apprenticeship time credit through the Saskatchewan Apprenticeship and Trade Certification Commission may earn up to four secondary level apprenticeship credits on the basis of work proposed and completed by the student. Apprenticeship A 20, B 20, A 30, and B 30 may be used to fulfill the requirements for graduation, and to meet the PAA/Arts Education credit requirements. Only students who are enrolled in a secondary school in Saskatchewan and are employed in a trade are eligible for apprenticeship credits.

Since 2019, all apprenticeship credits have received a Standing Granted (SG) final mark record. A final per cent (%) mark is no longer required. Schools are required to submit [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#) accompanied by a copy of the student's completed Apprenticeship Credit Proposal to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca).

*The school division and the Conseil des écoles fransaskoises shall retain a copy of each Apprenticeship credit proposal and supporting documentation plan on file for a minimum of five years.*

For more information, refer to the [Apprenticeship Credit Policy](#).

## 1.8 Prior Learning Credit (Adult 12 Program)

The prior learning credit is intended to acknowledge those adults returning to pursue an Adult 12 who bring sufficient learning experience to be recognized for a high school credit. A maximum of one prior learning credit may be used as part of the seven credits required for completion of an Adult 12. Adults obtaining credit for Prior Learning 30 must ensure that they obtain the appropriate prerequisites for the post-secondary program of their choice, since some programs require seven academic subjects for admission.

**Note:** A prior learning credit is intended for adult learners and may be used only for completion under the [Adult 12 Program](#).

Contact the Office of the Registrar at one of the Saskatchewan Polytechnic campuses or Regional Colleges if a prior learning assessment is required.

For more information, refer to the [Prior Learning Credit](#).

---

## 1.9 Dual Credit Policy

Dual credit courses are ministry-approved programs that allow high school students to take college or apprenticeship courses and earn high school credits.

For the purpose of this policy, dual credit will refer to the situation in which credit is issued by the Ministry of Education and another entity that provides educational programming, typically, but not limited to post-secondary institutions. The entity could be an organization that has a well-defined learning program but is not considered a post-secondary institution (an example would be the Royal Conservatory of Music).

Since 2019, *non-academic programming credits* have received a Standing Granted (SG) final mark record. A final per cent (%) mark is no longer required for these courses. Schools are required to submit all non-academic dual credit final mark records using [Form 8.1 Secondary Level Non-Academic Courses New Mark Addition](#) accompanied by proof of certificate and/or letter of successful completion for dual credit course recognition to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca).

### Note:

- A student may take courses toward a certification or diploma without completing the diploma but still receive credit for secondary level credit.

For more information, refer to the [Dual Credit Policy](#) and the [Dual Credit Course list](#).

## 1.10 Royal Conservatory of Music and Northern Lights Canadian National Conservatory of Music – Dual Credit

Royal Conservatory of Music (RCM) courses are processed for dual credit recognition for a 4502 Music 10 (Royal Conservatory), 6502 Music 20 (Royal Conservatory) or 8502 Music 30 (Royal Conservatory) credit.

Students who successfully completed a Northern Lights Canadian National Conservatory of Music course for piano, will be processed for dual credit recognition for a 1520 Music 10, 2520 Music 20 or 3520 Music 30 credit.

Refer to [Appendix K – High School Credits for Music Statements Policy](#)

**School administrators are required to email a copy of the student’s exam history (available online at RCM or NLCNCM website) to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca). DO NOT send original conservatory certificates, examinations or transcripts.**

Students who earn a Music 10, 20 and/or 30 (Royal Conservatory) credit through the Royal Conservatory of Music, or a Music 10, 20, or 30 credit through the Northern Lights Canadian National Conservatory of Music, may also earn Special Project 10, 20 and/or 30 credits in other areas of interest.

---

## 1.11 Course Challenge Process: Policy and Procedures

This policy recognizes that some students are able to demonstrate a high level of achievement of the learning outcomes of a particular course without spending the required hours enrolled in the course.

For course challenge recognition on the transcript, supporting documents (see policy) must be submitted to the Registrar. Credit recognition will appear on the student's transcript with the mark attained. The transcript will not indicate that the credit was attained through the course challenge process. A maximum of two course challenge credits may be attained at the 10 or 20 level. A mark of 80% or higher is required to receive credit recognition.

*The school shall retain a copy of each Course Challenge plan on file for a minimum of five years.*

For additional information, refer to the document [Course Challenge Process: Policy and Procedures](#).

## 1.12 Additional Education Programs

Additional education programs include Alternative Education Programs grades 10, 11 and 12 and Functional Integrated Programs grades 9, 10, 11 and 12.

### Alternative Education Programs Grades 10, 11 and 12

An Alternative Education Program (Grade 10, 11 or 12) is an approved locally developed program designed to meet the needs of students who require a qualitatively different program from Regular Education Programs. Alternative Education Program courses may include various combinations from Regular (which includes modified) and Alternative Education courses.

For more information, refer to [Policy, Guidelines and Procedures for Alternative Education Programs: Alternative Grade 10, 11 and 12 \(2016\)](#), or contact the Director of the Student Supports Unit at 306-787-9042.

### Functional Integrated Programs Grades 9, 10, 11 and 12

Functional Integrated Programs are for students with significant multiple or intellectual disabilities who require highly individualized programming in order to meet their needs. The specifics of a Functional Integrated Program will vary from student to student based on their particular learning needs. Students enrolled in a Functional Integrated Program require individualized programming based on Areas of Development and described in an Inclusion and Intervention Plan.

For more information, refer to [Policy, Guidelines, and Procedures for Functional Integrated Programs 2018](#).

### Alternative Education Programs in the Fransaskois Education System

For a detailed explanation of the policy on Alternative Education Programs for Fransaskois students, administrators and teachers are asked to consult the ministry policy document titled [Politiques et procédures pour l'approbation de programmes alternatifs offerts en français : 10e, 11e et 12e année \(2016\)](#).

---

## 1.13 Adult Secondary Education Requirements

### Adult 12 Program

Under the Adult 12 Program, an adult may attain a Grade 12 standing by completion of seven credits. A minimum of five credits must be at the 30 level. Prerequisite requirements are waived for adults. Credits may be attained by taking the course from a Saskatchewan secondary school or a Saskatchewan post-secondary institution approved to offer secondary level courses. Adults also have the option of challenging provincial examinations.

An adult, as defined in *The Education Act, 1995*, means a person who is at least 18 years of age and who has been out of school for at least one year. Under the Ministry of Education policy, a person who is 19 is also considered an adult.

Adult 12
Minimum 7 credits/5 credits at the 30 level
<b>Compulsory Courses:</b>
English Language Arts A 30 and English Language Arts B 30;
one Canadian Studies:
History 30: Canadian Studies, or Native Studies 30: Canadian Studies, or Social Studies 30: Canadian Studies;
one mathematics at the 20 or 30 level;
one science at the 20 or 30 level.
Two electives at the 30 level (one may be a Prior Learning credit)

**Note:**

- Courses from the following series may also meet requirements for completion: 21, 31
- Locally developed courses (designated with an L) may be used to meet **elective** requirements only.

---

## Programme de 12<sup>e</sup> année pour les adultes (Fransaskois)

12 <sup>e</sup> année
Minimum de 7 crédits/5 crédits de niveau 30
<b>Cours obligatoires :</b>
Français fransaskois A 30 <b>ou</b> Français fransaskois B 30
English Language Arts A 30 <b>ou</b> English Language Arts B 30
Sciences sociales fransaskois 30
<b>un (1) crédit</b> de niveau 20 <b>ou</b> 30 en mathématiques
<b>un (1) crédit</b> de niveau 20 <b>ou</b> 30 en sciences
<b>Deux (2) crédits</b> au choix de niveau 30 (l'un de ces crédits peut être un crédit accordé pour connaissances déjà acquises PL30).

### Note:

- Six of the seven credits to complete the Programme de 12<sup>e</sup> année pour les adultes (Fransaskois) must be completed in French language.
  - There is no Adult 12 French Immersion program.



---

## Alternative Education Adult 12 Program

### Alternative Education Adult 12

The Alternative Education Adult 12 Policy reflects the principles of the 24 credit Alternative Education Program.

An adult, as defined in *The Education Act, 1995*, means a person who is at least 18 years of age and who has been out of school for at least one year. Under the Ministry of Education policy, a person who is 19 is also considered an adult.

The requirements for an Alternative Education Adult 12 are:

- Minimum of seven credits, five of which are at the Grade 12 level.
- Courses may be alternative education courses and regular education courses, including modified.
- Locally developed courses may be used to meet elective requirements.
- Course credit requirements are:
  - English Language Arts A 30, A 31 or A 38;
  - English Language Arts B 30, B 31 or B 38;
  - one of mathematics 20, 21, 28, 30 or 38; and,
  - four electives at the 20 or 30 level\*.

\*Career and Work Exploration is a highly recommended elective.

\*Additional electives should be selected tailored to the strengths and needs of the student.

---

## 2 Provincial Examinations

---

### 2.1 2022–23 School Year Examination Timetables

- All students must register in advance of the examination sessions.
- Detailed [Grade 12 Provincial Examination Timetables](#) are available online.
- Contact the Registrar’s office at 306-787-6012.

#### November Session—2022

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.		
Date	Time	Grade 12 (Level 30)
Monday, November 7	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, November 8	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, November 9	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, November 10	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

#### December Session—2022

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.		
Date	Time	Grade 12 (Level 30)
Monday, December 12	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, December 13	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, December 14	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, December 15	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## January Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Tuesday, January 24	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Wednesday, January 25	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Foundations
Thursday, January 26	9:00 - 11:30	Biology
	1:00 - 3:30	Physics
Friday, January 27	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## March Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Monday, March 6	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, March 7	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, March 8	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, March 9	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## April Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Monday, April 3	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, April 4	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Biology
Wednesday, April 5	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, April 6	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## May Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Tuesday, May 23	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Wednesday, May 24	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Biology
Thursday, May 25	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Friday, May 26	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## June Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Thursday, June 22	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Friday, June 23	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Foundations
Monday, June 26	9:00 - 11:30	Biology
	1:00 - 3:30	Physics
Tuesday, June 27	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

## August Session—2023

<b>Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the “Instructions for Candidates” and to complete all necessary forms.</b>		
<b>Date</b>	<b>Time</b>	<b>Grade 12 (Level 30)</b>
Tuesday, August 8	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Wednesday, August 9	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Biology
Thursday, August 10	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Friday, August 11	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

---

## 2.2 Provincial Examination Dates 2023–2028 (dates are subject to change)

### 2023–24 School Year Examination Dates

November	2023	Monday, November 6 to Thursday, November 9
December	2023	Monday, December 11 to Thursday, December 14
January	2024	Thursday, January 25 to Friday, January 26 and Monday, January 29 to Tuesday, January 30
March	2024	Monday, March 4 to Thursday, March 7
April	2024	Monday, April 8 to Thursday, April 11
May	2024	Tuesday, May 21 to Friday, May 24
June	2024	Thursday, June 20, Monday, June 24 to Wednesday, June 26
August	2024	Tuesday, August 6 to Friday, August 9

### 2024–25 School Year Examination Dates

November	2024	Monday, November 4 to Thursday, November 7
December	2024	Monday, December 9 to Thursday, December 12
January	2025	Monday, January 27 to Thursday, January 30
March	2025	Monday, March 3 to Thursday, March 6
April	2025	Monday, April 14 to Thursday, April 17
May	2025	Tuesday, May 20 to Friday, May 23
June	2025	Monday, June 23 to Thursday, June 26
August	2025	Tuesday, August 5 to Friday, August 8

### 2025–26 School Year Examination Dates

November	2025	Tuesday, November 4 to Friday, November 7
December	2025	Tuesday, December 9 to Friday, December 12
January	2026	Monday, January 26 to Thursday, January 29
March	2026	Monday, March 2 to Thursday, March 5
April	2026	Monday, April 13 to Thursday, April 16
May	2026	Tuesday, May 19 to Friday, May 22
June	2026	Monday, June 22 to Thursday, June 25
August	2026	Tuesday, August 4 to Friday, August 7

### 2026–27 School Year Examination Dates

November	2026	Thursday, November 5 to Friday, November 6 and Monday, November 9 to Tuesday, November 10
December	2026	Tuesday, December 8 to Friday, December 11
January	2027	Monday, January 25 to Thursday, January 28
March	2027	Monday, March 1 to Thursday, March 4
April	2027	Monday, April 5 to Thursday, April 8
May	2027	Tuesday, May 25 to Friday, May 28
June	2027	Wednesday, June 23 to Friday, June 25 and Monday, June 28
August	2027	Tuesday, August 3 to Friday, August 6

### 2027–28 School Year Examination Dates

November	2027	Friday, November 5 and Monday to Wednesday, November 8 to 10
December	2027	Monday, December 13 to Thursday, December 16
January	2028	Tuesday, January 25 to Friday, January 28
March	2028	Monday, March 6 to Thursday, March 9
April	2028	Monday, April 10 to Thursday, April 13
May	2028	Tuesday, May 23 to Friday, May 26
June	2028	Thursday, June 22 to Friday, June 23 and Monday, June 26 to Tuesday June 27
August	2028	Tuesday, August 8 to Friday, August 11

**Graduation exercises and extra-curricular activities should be scheduled to avoid conflict with examination sessions. Conflict could interfere with a student’s right to improve marks by writing supplemental examinations.**

---

## 2.2.1 Provincial Examinations Sessions 2022-23

In the 2021-22 school year, examination windows were implemented to accommodate schools moving to block systems (e.g., quads and quints) during the pandemic. As schools return to their regular semester scheduling in 2022-23, students will resume writing provincial examinations as prescribed in the Examination Timetables (Section 2.1). However, to accommodate schools that continue to offer block programming for their students, alternate examination dates can be arranged. For more information, contact the Assessment Unit at [assessment@gov.sk.ca](mailto:assessment@gov.sk.ca) or phone 306-787-6006.

Any students requiring the services of an official writing centre MUST write during the sessions as prescribed in the Examinations Timetable.

## 2.3 Policy Updates and Reminders (Examinations)

### 2.3.1 Accreditation

In Grade 12 subjects in which provincial examinations are prepared, pursuant to Section 30 (5) of [The Education Regulations, 2019](#), the final standing of a pupil is:

- (a) in the case of a pupil of an accredited teacher, determined by the teacher, subject to clause 175(2)(k) of [The Education Act, 1995](#) (i.e., subject to policies of the board of education and school regarding student evaluation);
- (b) in the case of a pupil of a teacher who is not accredited, the pupil's composite mark; and,
- (c) in the case of an adult who prepares for a provincial examination by home-study, determined by the mark obtained on the provincial examination (an adult is defined as 18 years of age and out of school for one year or 19 years of age).

In cases where an accredited teacher becomes ill or goes on other leave during the semester and is replaced by a non-accredited teacher, students must write the provincial examination unless the accredited teacher has taught the majority of the course (provided the direct instruction) and returns to provide the final evaluation.

When team teaching courses in which provincial examinations are prepared, all members of the team must be accredited for students to be exempt from writing provincial examinations.

Refer to [Section 5 – Educator Service Information](#) for information on teacher accreditation records.

Refer to [Section 2.3.12](#) for information on supplemental examinations and accreditation.

### 2.3.2 Mark Blend

The mark blend of 60/40 is applied to all provincial examinations (60% school mark/40% provincial examination mark). In order to generate a composite mark, students must write the provincial examination.

---

### 2.3.3 Calculator Use Policy

Silent, hand-held calculating devices that are permissible for mathematics and science examinations include:

- standard scientific calculators designed primarily for mathematical computations involving logarithmic and trigonometric functions; and,
- calculators with graphing and financial application capabilities.
  - All information stored in the memory of a programmable calculator must be cleared before the examination begins. Calculators must not have the ability either to transmit or to receive electronic signals. Before an examination begins, calculators must be removed from their cases and placed on the students' desks for an inspection by a mathematics or science teacher. Cases must be placed on the floor and left there for the duration of the examination.

Devices permissible for mathematics examinations also include:

- Devices that can be restricted so that users are limited to a single graphing or financial application (app) with similar functionality to an approved graphing calculator. For example, iOS devices (iPhone, iPod and iPad) can be placed in *Guided Access* mode which restricts access on the device and limits the device to a single app. **The Presiding Officer must enter a teacher-chosen passcode that locks the device for the duration of the examination.**
  - Instructions for placing iOS devices in *Guided Access* mode are found [here](#). It is the student's responsibility to become familiar with using *Guided Access* **in advance** of the examination.
  - Prior to receiving their examinations, students must present their iOS device to the Presiding Officer so that it may be placed into the passcode protected *Guided Access* mode.
  - Once the examination is completed and handed-in, it is the students' responsibility to present their device to the Presiding Officer so it may be unlocked.
  - Android devices may be used on the examination if the device has the capability of limiting access to a single app, either by using a built-in feature or an app with similar functionality to *Guided Access*. It is the student's responsibility to demonstrate this functionality to the Presiding Officer **in advance** of the examination. If the Presiding Officer is not completely confident that the device is controlled and access is limited, the device may not be used on the examination.
- Devices that can be controlled by classroom management software.
  - Schools possessing a classroom set of devices (e.g., a classroom set of tablets) may use management software to control the entire set. The management software must limit each device's functionality to permissible graphing and financial apps with similar functionality to an approved graphing calculator.
  - The Presiding Officer must ensure each device is controlled such that it cannot communicate with any other device, access the Internet/Wi-Fi, or retrieve any notes or images that may be saved on the device.

Calculating devices that are NOT permitted include:

- cell phones and personal digital assistants without *Guided Access* (or similar) capabilities;
- calculators with Computer Algebraic System (CAS) capabilities;
- calculators with a QWERTY keyboard; and,
- computers.

External support devices, such as manuals, printed or electronic cards, printers, memory expansion chips, or external (QWERTY) keyboards, may NOT be used during an examination.



---

In preparation for calculator failure, students may bring extra calculators and batteries into the examination room. See [Presiding Officers' Manual](#).

### 2.3.4 Dictionary Use Policy

Print dictionaries may be used for the following examinations:

- English Language Arts A 30 (8017)
- English Language Arts B 30 (8018)

No electronic dictionaries, translation dictionaries or any other notes or reference materials are allowed.

See references to this policy in [Presiding Officers' Manual](#).

### 2.3.5 English as an Additional Language Students

Students receiving support for English as an Additional Language (EAL) must possess the academic language proficiency required to write provincial examinations. It is recommended that students attain language proficiency at or beyond Level B.1.2 of the [Common Framework of Reference](#). Schools may wish to contact [eal@gov.sk.ca](mailto:eal@gov.sk.ca) for more details. EAL students may NOT have a translation dictionary or other translation supports. They may use dictionaries pursuant to the Dictionary Use Policy 2.3.4.

### 2.3.6 Electronic Devices

All electronic devices (e.g., cellular telephones, iPods, iPhones, etc.), other than approved calculating devices, must be turned off and left with the presiding officer for the duration of the examination.

### 2.3.7 Disturbing Content on Examination Responses

Although examinations are treated in confidence, there may be cases where a written response contains offensive and inappropriate language or suggests that the student is experiencing emotional difficulties, poses a threat to self or others or is involved in a criminal activity. In these cases, the ministry may refer the student's response to the appropriate authority for further action, as considered necessary or required by law.

### 2.3.8 Time Allotment for Provincial Examinations

ALL STUDENTS shall have the option of taking up to 30 minutes of additional time (**after** the scheduled conclusion time) to complete the provincial examination(s). Submission of a special provisions application is not required for this additional time of 30 minutes. The examination centre must remain open an additional 30 minutes to accommodate students requiring this extra time. Presiding Officers DO NOT need to complete a *Summary of Variations from the Timetable* form for students accessing an additional 30 minutes.

Students with ongoing needs for support requiring extended time beyond this 30 minute limit need to have a special provisions application submitted on their behalf.

---

### 2.3.9 Special Provisions Policy

Special provisions may be made in writing provincial examinations for students requiring adaptations, as identified by the school division or the Conseil des écoles fransaskoises. The special provisions must not compromise the integrity of the curricular outcomes. Requests for special provisions must be based on assessment of need identified in documentation, such as an Inclusion and Intervention Plan or a written record of adaptations, on file at the school.

The special provisions that may be made include:

- extended writing time (beyond the 30 additional minutes provided to ALL students, see [Section 2.3.8](#));
- use of a separate room for writing;
- specially printed examination paper (e.g., large print, Braille, coloured paper);
- use of a reader and/or scribe, or assistive device (An audio recording of the writing session, using media available at the school, is necessary. DO NOT forward the recording to the ministry. Should an appeal be initiated, the ministry will request the recording from the school at that time). Interpretation or clarification of terms, questions, or content cannot be provided to the student. The scribe will write the answers verbatim with the student giving direction as to the form of the answer in the case of paragraphs and essays, and the spelling of significant words; and,
- use of a word processor or braille. Students are not permitted use of program utilities such as spell check, thesaurus, dictionary or grammar check.

Decisions regarding special provisions or considerations are made by the Assessment Unit in consultation with the school and ministry personnel. Parents or guardians and other involved agencies may also be consulted.

#### *Procedures*

The principal must submit an [Application for Special Provisions](#) form to arrange for a special provision or consideration for a student writing a provincial examination.

This request must be directed to the Assessment Unit, Student Achievement and Supports Branch, as early in the session as possible. The principal will be notified in writing of the special provisions that can be made for the student.

Adults and other students not enrolled in a Saskatchewan high school shall write at official writing centres (see [Timetables](#) for a list of official writing centres). Students writing at official writing centres should be aware that the official writing centre may be unable to accommodate special provisions requests.

### 2.3.10 Translated Examinations

Translated examinations are available for all examination sessions. Students who are enrolled in a Saskatchewan high school and who require French translated examinations must be pre-registered by their school.

Adult students and other students not enrolled in a Saskatchewan high school who require a French translated examination must pre-register by contacting the Registrar's office at 306-787-6012.

Students registering for a French translated examination in November, December, March, April, May, June and August must do so at least four weeks in advance of the session.

---

### 2.3.11 Examination Appeal Procedures

Applications for re-reading of provincial examination papers must be made by the student. The student will be required to complete the [Application for Provincial Examination Appeal](#) form. The Ministry of Education reserves the right to refuse applications for appeals received later than the appeal deadline dates as outlined in the [Provincial Examination Timetables](#). There is no charge for appeals.

Candidates who have written a provincial examination:

- may appeal if they have written a marker-scored examination, pursuant to [The Education Regulations, 2019](#), Section 31(1); and,
- may appeal if they have received a composite mark of over 42%.

A written letter is no longer required. Use the [Application for Provincial Examination Appeal](#) form.

### 2.3.12 Supplemental Examinations

Students may write a provincial examination to raise their marks in a Grade 12 course for which a provincial examination is prepared. Students may write any number of provincial examinations as supplementals but **cannot** write a provincial examination in the same session as receiving a final mark from an accredited teacher. Supplemental examinations will be written for 100% of the final mark.

When a student has multiple course attempts, only the highest mark attained will appear on the *Transcript of Secondary Level Achievement*. All results of multiple course attempts will be maintained on the student's unofficial profile, viewable by authorized users of the Student Data System.

To register for a provincial supplemental examination, contact Student and Educator Services, Office of the Registrar at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

Students taught a Grade 12 course by an accredited teacher shall have the opportunity to write either a teacher-prepared comprehensive supplemental examination (prepared by the teacher who originally taught the course to the student) or a provincial examination pursuant to *The Education Regulations, 2019*, Section 32(2). Students who elect to write a teacher-prepared supplemental examination are obligated to give the teacher adequate notification of this intention. Schools are encouraged to develop a policy regarding teacher-prepared supplementals, indicating the time frame in which students can request a teacher-prepared supplemental examination. Schools are urged to ensure that when setting dates for teacher-prepared supplemental examinations there is no conflict with the examination dates set for provincial examinations.

---

## 2.4 Regulations Governing the Conduct of Provincial Examinations

### 2.4.1 Security of Examinations

Absolute security of all examinations must be kept by the chief presiding officers and presiding officers when handling the examination booklets. **It is unlawful to reproduce any of the items appearing on the examinations.** All surplus booklets must be accounted for and returned to the Ministry of Education. Refer to the [Presiding Officers' Manual](#).

*The Chief Presiding Officer shall:*

- ensure that provincial examinations are written only on the days specified and at the times indicated on the official timetable;
- ensure that examination centres remain open at least one hour from commencement time to allow for candidates arriving late;
- not permit a candidate to leave the examination room before the expiration of one hour from the commencement of the examination except in case of illness; and,
- ensure that examination centres remain open 30 minutes beyond the official conclusion time to provide **all** students the option of taking up to 30 minutes of additional time to complete provincial examinations (see [Section 2.3.8](#)).

Examination irregularities will be investigated by the Director of Assessment, [assessment@gov.sk.ca](mailto:assessment@gov.sk.ca). Strict adherence to proper examination procedures will eliminate the necessity for such investigations.

**In cases of a candidate violating any examination procedure, the Registrar may cancel their examination paper and may prohibit him or her from writing any provincial examination for a period of not more than two years pursuant to [The Education Regulations, 2019](#), Section 29 (4).**

### 2.4.2 Examination Centres

#### **Regular students:**

Examinations will be made available to students who are enrolled in a Saskatchewan high school and who are registered to write provincial examinations. The examinations will be sent to the principal as the Chief Presiding Officer.

#### **Adult students:**

Adult students are eligible to write provincial examinations at any of the official writing centres established throughout the province and listed on the reverse side of the official timetables. (See [Provincial Examination Timetables](#).)

Adults must register in advance of the examination session and should verify the writing centre by contacting Provincial Exam Registration, Office of the Registrar at 306-787-6012.

---

### 2.4.3 Outside Writing Centres

Students who will be outside the province of Saskatchewan during the January and June provincial examination sessions may be permitted to write outside the province if:

- they are participating in a significant educational or cultural activity that requires their presence outside the province, such as a national or international competition in athletics or music; or,
- after taking instruction at a recognized high school in Saskatchewan, they have permanently or temporarily moved outside the province and are unable to write the examination in Saskatchewan;

and also if:

- a Presiding Officer acceptable to the Office of the Registrar, Saskatchewan Ministry of Education, is available to administer the examination. The Presiding Officer could be, for example, a school principal, a teacher, a member of the clergy, a police officer or a military officer. The Presiding Officer must **not** be a relative of the student.

**Arrangements for writing centres outside the province cannot be made for the November, December, March, April, May, June and August examination sessions.**

**Students who are on vacation or on an organized tour are not eligible to write provincial examinations outside Saskatchewan.**

**Students are responsible for costs incurred in establishing and administering an examination at an outside writing centre.**

Students may apply to write at an outside writing centre by sending an application to the Registrar for the January and June sessions **no later than November 30 and April 30, respectively.**

Refer to [Section 7](#) for the [Application to Establish an Outside Writing Centre](#).

### 2.4.4 Emergent Situations due to Inclement Weather

There are eight examination sessions annually. See [Section 2.1](#) for available 2022-23 examination sessions.

#### January Alternate Session

In the event students registered for a January examination are unable to write a provincial examination on the scheduled date due to emergent inclement weather, an alternate examination week is scheduled for the first full week in February. The examination schedule for the alternate week will mirror the January examination session.

- This examination session is NOT a supplemental session.
- Students will not have to re-register for the examination(s).
- Schools should keep and use the Student Examination Forms (bubble sheets) originally assigned to students and sent to schools with the January examinations. The Student Examination Forms can be used when the students write the alternate exam during the alternate exam week.
- Schools need to request alternate exams by contacting the Office of the Registrar at 306-787-6012 **immediately** after it is determined that an alternate examination is required.
- Examinations will be mailed to schools, time permitting. Otherwise, examinations will be emailed. Instructions regarding administration of the exams will accompany the examinations.
- The original unwritten January examination(s) must be returned to the Ministry of Education.

- 
- Students unable to write the examinations during the scheduled alternate examination week will be able to write in the next available session in March.

### June Alternate Session

In the event students registered for an examination are unable to write a June provincial examination on the scheduled date due to unforeseen circumstances resulting from emergent situations due to inclement weather, an alternate examination **day** is scheduled for June 28, 2023.

- This examination session is NOT a supplemental session.
- Students will not have to re-register for the examination(s).
- Schools should keep and use the Student Examination Forms (bubble sheets) originally assigned to students and sent to schools with the June examinations. The Student Examination Forms can be used when the students write the alternate exam on the alternate exam day.
- Schools need to request alternate exams by contacting the Exam Room at 306-787-6006 or [assessment@gov.sk.ca](mailto:assessment@gov.sk.ca) **immediately** after it is determined that an alternate examination is required.
- Examinations will be mailed to schools, time permitting. Otherwise, examinations will be emailed. Instructions regarding administration of the exams will accompany the examination.
- The original unwritten June examination(s) must be returned to the Ministry of Education.
- Students unable to write the examination(s) on the scheduled alternate examination day will be able to write in the next available session in August.
- A student may write only one morning exam and one afternoon exam in the alternate session. If the student has missed more than one morning or afternoon examination, the student must re-register to write the additional examinations in the next regularly scheduled examination session.

---

## 3 Additional Credit Requirements

---

### 3.1 Policy Updates and Reminders (Credit Requirement Policies)

#### 3.1.1 Mark Adjustment

A final mark of 48% or 49% will be recorded as 50% and the student will be granted credit in that subject for secondary level standing.

Six floating marks will be applied to the mark earned by a student in any single subject at the Grade 10, 11, or 12 level if the additional marks will complete the student's Grade 12 standing under the 24 credit policy. **Floating marks are applied by the ministry.** If this procedure is not enacted by the ministry, schools should notify Student Records. This floating mark policy does not apply to the Adult 12 Program.

**Note that the above policy:**

- **supports using any subject at any grade level;**
- **supports using only one subject; and,**
- **will be applied at the ministry level (not to be applied at the school level).**

The Ministry of Education employs a policy of scaling examination marks. Scaling never causes the student to lose marks. The procedure is one that will adjust examination marks to fall into a distribution similar to that of all teacher-submitted marks. The only marks that are ever adjusted are the marks the student obtains on the provincial examination. These procedures are used only to the benefit of the student. Scaling also ensures that the failure rate does not exceed 8% on a provincial examination.

#### 3.1.2 Credits in Like-Course Areas

Students may **not** receive more than one credit in both a modified and a regular course. In most cases the credit value is assigned to the course of the higher value. For example, if a student took English Language Arts A 10 and English Language Arts A 11, the credit would be awarded to the English Language Arts A 10, regardless of which had the higher mark. In cases of an advanced course or an advanced course taken along with a regular course, the credit value would be assigned to the course with the higher mark.

#### 3.1.3 Transferring from an Alternative Education Program to a Regular Education Program

Transfer procedures must be followed to facilitate a student's transfer from an Alternative Education Program to a Regular Education Program. The transfer plan can be accessed, by senior school division approved users from [here](#).

---

The following principles apply:

- Students transferring from an Alternative Education Program to the Regular Education Program must meet credit requirements under the Core Curriculum Policy for Secondary Level completion (24 credits).
- Required subjects cannot be waived.
- A course designated 18, 28, 38 cannot be used toward the completion of credit requirements for Regular Education Secondary Level.
- The transfer plan must be approved by the Ministry of Education.
- Please contact the individual(s) responsible for Alternative Education programming in your organization to access the Alternative Education Transfer Plan.

### 3.1.4 Prerequisite Requirements

Based on the professional judgement of the teacher and principal, prerequisite requirements may be waived in the following cases:

1. A student transferring from outside the province may not meet the prerequisite requirements.
2. If a student transfers from a modified to a regular course of study, the modified course may count as the prerequisite, depending on the course. Please contact Student and Educator Services at 306-787-6012 for more information.

**The required courses of study cannot be waived.** In addition, the prerequisite requirements for required courses of study cannot be waived.

Refer to the [Secondary Level Prerequisite List](#) issued annually by the Ministry of Education.

Alternative education courses (designated 18, 28) **cannot** be used as prerequisites for regular courses.

\* Prerequisite requirements do not apply to adult students.

\* An “adult” as defined in Section 30(1) of [The Education Regulations, 2019](#), means a person who is at least 18 years of age and who has been out of school for at least one year. Under ministry policy a person who is 19 is also considered an adult.



---

## 4 Student Tracking and the Student Data System (SDS)

---

### 4.1 Students' Personal Information

The Student Data System (SDS) collects and maintains students' personal information that is required to administer the Prekindergarten to Grade 12 (PreK-12) education program. This information may include items such as:

- Name
- Address/Phone Number
- Age
- Gender \*
- Health Services Number (optional)
- Citizenship
- Academic records
- Ancestry

\* Gender choices on the SDS are **Male**, **Female** or **Other/Unspecified** in the student information system. Refer to Section 4.1.5 for additional information.

Once the required information is obtained, it is maintained in the SDS database. School officials can access this information when students enrol in their school, with exception of the Health Services Number. Security features are built into the SDS to ensure that students' information is accessible only to authorized school officials on a need-to-know basis.

When collecting personal information, school officials must ensure that parents understand how students' personal information will be used, and must obtain consent, either implied or expressed, for this use.

#### 4.1.1 Health Services Number (HSN)

The HSN may be collected by the school division used at the school level to address emergent medical situations. Access, use, and disclosure are pursuant to section 27(2)(a) under [The Health Information Protection Act](#). The number will not be used by the Ministry of Education for any other purpose.

---

## 4.1.2 Indigenous People of Canada

Information on Indigenous people of Canada is collected in the SDS by the Ministry of Education to inform program decisions at the local and provincial levels. Schools are **required** to use the following statement to collect Indigenous Self-identification data on school registration forms and demographic verification forms. This will increase the opportunity for students to self-identify their Canadian Indigenous ancestry.

*Indigenous people are those who identify themselves to be First Nations (Registered/Treaty/Status Indian, Non-Status Indian), Métis, or Inuit/Inuk. Based on this definition, do you consider yourself to be an Indigenous person?*

*Yes or No*

*If Yes, indicate which Indigenous group you belong to:*

*Registered/Treaty/Status Indian*

*Non-status Indian*

*Métis*

*Inuit/Inuk*

## 4.1.3 Blocking Student Information

A security feature is available to protect or block a student's information from being viewed by any SDS user (i.e., by reason of court order). Please phone Student and Educator Services at 306-787-6012 if a situation such as this should arise in your school.

## 4.1.4 Exchange Students

Saskatchewan secondary schools with exchange students attending for credit (not cultural experience only) must forward official secondary academic records to the Office of the Registrar for an equivalency evaluation.

As is the case with all students, a credit may be withheld when prerequisite requirements are not met.

Exchange students seeking Saskatchewan high school credits for official transcript purposes must write the provincial examinations on the same terms as other students (i.e., exchange students are not permitted to use translation dictionaries).

For those students who are not requesting an official transcript (i.e., have not submitted previous records for an equivalency evaluation) and who are writing a provincial examination, the examination mark may be released to the principal upon request for inclusion in the high school report card.

---

#### 4.1.5 Change of Name, Birthdate or Gender (current students)

To change a student's name or birthdate on the SDS, use the [Change of Name/Change of Birthdate \(Form 10\)](#).

The principal is required to verify that all required documentation has been received. Do not send copies of this documentation to the Ministry of Education.

For persons under the age of 18 years, a legal name change is possible with appropriate documentation. Since gender identity is the way people perceive themselves, which may or may not align with their biological sex, the SDS gender field may be changed without legal documentation.

When changing student information due to gender identification, refer to [Appendix O: Transgender Name Change on Student Data System Process](#) for additional information.

School administration may refer to [Appendix P: Questions for Considerations Regarding Transgender Students](#).

The goal is to respect and protect the student and family while avoiding duplicate Learning Identification Numbers (LID) and/or number of missing students.

#### 4.1.6 Change of Name or Birthdate (adults\*)

In order for adult\* students to correct birthdate errors or the spelling of a name in the SDS, a copy of a birth certificate is required. To change a name (including change due to adoption, marriage, or divorce), a copy of a change of name certificate, marriage certificate or other evidence of legal name change is required. Original documents will be returned to student's home address appearing on the system.

- \* An "adult" as defined in Section 30(1) of [The Education Regulations, 2019](#), means a person who is at least 18 years of age and who has been out of school for at least one year. Under ministry policy a person who is 19 is also considered an adult.

## 4.2 Data Submission Timelines

Submission timelines for demographic/enrolment information (all PreK-12 schools), attendance, course registration, marks and transcript release dates (for secondary level schools only) are noted in the chart below:

Activity	2022-23 school year
<b>For all PreK-12 schools</b>	
Monthly attendance data collection.	<b>By the 7<sup>th</sup> day of each month (September due in October)</b>
Updated grade enrolments, withdrawals and new enrolments (admissions) are due. This includes mass re-enrolment to the next grade level.	<b>Thursday, September 15, 2022</b>
September 30 enrolment for Education Funding Branch.	<b>Friday, September 30, 2022 4:00 p.m. CST</b>
Submit demographic changes (address) as soon as available and ongoing throughout the year.	Ongoing
Regularly submit additions, withdrawals, and changes throughout the year (according to <a href="#">Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the SDS</a> ) via XML transfer, SDS web application, or paper forms. These efforts support SDS and Student Tracking.	Ongoing
Deadline for school divisions and the Conseil des écoles francosaskoises to identify students requiring intensive supports.	<b>Thursday, December 8, 2022 5:00 p.m. CST</b>
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 9, 2022 8:00 a.m.
<b>For secondary level schools (grades 10–12)</b>	
Registrations for all courses that finish on or before the end of January are due (supports a snapshot of teacher assignments).	<b>Friday, October 28, 2022</b>
Registrations for all courses that finish on or before the end of June are due.	<b>Thursday, March 24, 2023</b>
To capture scheduling changes or additional registrations, registration files can be sent the first Friday of the month your marks are submitted. (Do not send registrations the week marks are due – this causes a system delay for schools attempting to meet the mark deadline).	
Marks are due.	Second Friday of every month  <b>Exceptions:</b> January final marks are due <b>Thursday, February 9, 2023</b>  June final marks are due <b>Thursday July 6, 2023</b>
Student profiles (unofficial transcripts) are available online the day transcripts are finished printing (check the website). The blended/provincial exam marks are also available for schools to request and import into their Student Information System (SIS) the day transcripts are finished printing.	(Note: to meet post-secondary admission deadlines, paid transcripts in February and July will be run immediately following the second Friday of the month).
<b>For all PreK-12 Educators</b>	
Complete the Electronic Educator Profile (EEP) – the educator information will be used by Information Management and Support Branch and Education Funding Branch.	<b>Wednesday, October 5, 2022 (web app); or,  Wednesday, October 12, 2022 (via XML)</b>

---

**Note:**

- If, due to extenuating circumstances, you are unable to meet these deadlines (i.e., system problems), contact the MySchoolSask/MonÉcoleSask (MSS/MÉS) Level 1 support or email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

## 4.3 Submitting Data

Student data is submitted via XML to the SDS from MSS/MÉS or entered manually/via XML for organizations not on MSS/MÉS. A user ID and password are required for any form of access for non-MSS/MÉS schools. Refer to [Section 4.5](#).

Every effort is made to support SDS users and provide training as necessary. Please see [Section 4.4](#) for information regarding SDS training. Similarly, every effort is made to support MSS/MÉS Level 1 support personnel. All school users are to confirm data submissions to the SDS.

### SDS Web Application

The SDS web application provides the functionality required to add and maintain SDS data. It allows for complete data entry, modification, validation, reporting and an interface for exchange of data using electronic file transfer.

Schools using MSS/MÉS will have read-only and reporting access to SDS. All data entry is completed in MSS/MÉS.

Use of the SDS web application is required for data verification, error resolution, tracking school-age children and reporting. Reports such as Student Enrolment, Student Profiles, Mark Reporting Form, Student Registration Report (including Provincial Exam Registration), Locally Developed Courses, Students Without an Active Grade, and Active Accreditation are only available via the SDS web application.

## 4.4 Training

The ministry's SDS Support Desk is the focal point for SDS support for all school divisions and the Conseil des écoles francosaskoises as well as directly for First Nations Schools, Independent Schools, Custody and Care Schools, and Post-Secondary sites.

To access SDS support, contact the Student and Educator Services Support Desk at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To access MSS/MÉS support, contact your school division Level 1 support.

---

## 4.5 Security Administration

**The Prekindergarten to Grade 12 delivery system in Saskatchewan includes the following school types:**

- Public, Separate, Fransaskois, Historical High Schools and Associate Schools (refer to [Section 4.5.1](#))
- First Nations Schools (refer to [Section 4.5.2](#))
- Independent Schools (refer to [Section 4.5.3](#))
- Custody and Care Schools (refer to [Section 4.5.4](#))
- Post-Secondary sites approved to offer the Adult 12 program (refer to [Section 4.5.5](#))

Security policy and procedures have been developed that are reflective of the privacy framework in each jurisdiction. To obtain a user ID and password, refer to the instructions appearing in the section that represents your school type.

The [Security Authorization for SDS Form](#) includes authorization, organization assignment, and role definitions for SDS, Student Support Services (SSS), English as an Additional Language (EAL) and Assessments. On page 2 of the form, the roles and responsibilities of users are described. Existing accounts are carried over from one year to the next, unless the individual has changed schools or positions or there has been a role change.

**Note:** If a user has not logged into the SDS between June 30, 2021 and October 16, 2022 their SDS role(s) will be disabled by the Ministry of Education.

**Who needs access to the SDS? Reminder: Schools using MSS/MÉS will have read-only and reporting access to SDS. Data entry is completed in MSS/MÉS**

- Principals, Guidance Counsellors, Directors/Approved Supervisors and Office Managers at the school, division and the Conseil des écoles fransaskoises level;
- Teachers (optional)—in schools that do not submit data electronically (XML) to the ministry, either individual teachers or a designated school representative may enter data directly into the SDS web application. Whether each teacher or an approved representative enters this data is the decision of school divisions and the Conseil des écoles fransaskoises; and,
- Human Resource official at the school division and the Conseil des écoles fransaskoises level (for Educator Reports).

Remote Security Authorization forms can be found on our website at: [www.saskatchewan.ca](http://www.saskatchewan.ca).

- [Security Authorization for SDS](#)
- [Discoverer Authorization Form \(School Division Level only\)](#)

**Questions regarding security access should be directed to:**

- School level - contact the Security Administrator at the school division or the Conseil des écoles fransaskoises.
- School division/Conseil des écoles fransaskoises level - contact the Ministry Security Administrator [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).
- School division/Conseil des écoles fransaskoises level for access to Discoverer - refer to the [Discoverer Authorization Form](#).

---

### 4.5.1 Public, Separate, Fransaskois, Historical High Schools, and Associate Schools

All SDS Security Administrators must complete the [Security Administrator Form](#). The process, roles, and responsibility assumed by Security Administrators at the school, school division and the Conseil des écoles fransaskoises levels are described on each Security Authorization Form.

The Director of Education authorizes an individual to assume the Security Administrator role at the school division and Conseil des écoles fransaskoises level. School level forms are to be submitted and retained at the school division and the Conseil des écoles fransaskoises office. School division and Conseil des écoles fransaskoises level forms are to be submitted to the Registrar's Office. Historical High School forms are to be submitted to the Registrar's Office.

For more information contact Student and Educator Services at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

### 4.5.2 First Nations Schools

Upon completion, the *Agreement to Participate in Student Tracking* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for First Nations Schools is the Registrar's Office, Ministry of Education. Please contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To add or remove roles or to disable accounts, check the appropriate box on the [Security Authorization for SDS Form 4](#), obtain the appropriate signatures, and submit to the Registrar's Office.

### 4.5.3 Independent Schools

Upon completion, the *Agreement to Participate in Student Tracking* must be submitted to the Director, Independent Schools and Home-Based Education. The security authorization form is completed as part of that process.

The security administrator for Independent Schools is the Ministry of Education. Please contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To add or remove roles or to disable accounts, check the appropriate box on [Security Authorization for SDS Form 4](#) and forward to the Director, Independent Schools and Home-Based Education.

### 4.5.4 Custody and Care Schools

Upon completion, the agreement entitled *Secondary Level Program and the Student Tracking Program Approval and Delivery in Custody and Care Schools* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for Custody and Care Schools is the Registrar's Office, Ministry of Education. Please contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To add or remove roles or to disable accounts, check the appropriate box on [Security Authorization for SDS Form 4](#), obtain the appropriate signatures and submit to the Registrar's Office.

---

#### 4.5.5 Post-Secondary sites approved to offer Secondary level courses

Upon completion, the agreement entitled *Secondary Level Program Approval and Delivery in Post-Secondary Institutions* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for post-secondary sites is the Registrar's Office, Ministry of Education. Please contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To add or remove roles or to disable accounts, check the appropriate box on [Security Authorization for SDS Form 4](#), obtain the appropriate signatures, and submit to the Registrar's Office.

### 4.6 Student Data System (SDS) Support Model (Service Desk)

All schools, including First Nations Schools, Independent Schools, Custody and Care Schools, Post-Secondary, the Conseil des écoles francophones and all provincial school divisions, use the SDS.

The SDS consists of an HTML web application as well as electronic file transfer mechanisms to capture information on students registered in an approved PreK-12 education program.

The ministry's Support Desk is the focal point for all SDS related support issues.

**For more information, contact the Student and Educator Services Support Desk at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).**

#### 4.6.1 MySchoolSask/MonÉcoleSask (MSS/MÉS) Support Model

Level 1: All MSS/MÉS schools, including First Nations Schools, Independent Schools, the Conseil des écoles francophones and all provincial school divisions, are to contact their Level 1 support personnel. A HEAT ticket will be created if the issue cannot be resolved at this level.

Level 2: Ministry team will respond to HEAT tickets and support Level 1.

Level 3: Fujitsu team will support Level 2.

Level 4: Follett team will support Level 3.



---

## SDS Reporting Functions

This section provides information on reporting functions that are available for school officials to support the transfer of information to the ministry.

### Enrolment Reports

- Active Student Enrolment
  - This report lists all students enrolled in your school, as well as specific demographic and enrolment information for each student.
- Active Student Enrolment Summary
  - A condensed version of the student enrolment report.
- Students Not Re-enrolled
  - This report lists all students (ages 6 to 16) who were withdrawn from your school and have not re-enrolled in another school within the province, grouped by the date of withdrawal (up to 30 days, 30–60 days, 60–90 days, 90+ days).
- Students Without an Active Grade
  - This report lists all students who are currently attached to your school, school division or the Conseil des écoles fransaskoises who have not been assigned a grade for the current school year and are therefore not considered enrolled.
    - **Run this report when September enrolments are complete. There are a number of students who are still attached to schools throughout the province who have not had a grade enrolment for many years. Withdraw these students using the appropriate date.**
    - This report may also identify students with multiple SK Learning IDs.
      - Non MSS/MÉS school, contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) to have duplicate student records merged.
      - MSS/MÉS schools contact the school division Level 1 support.
- Enrolment Activity
  - This report is to be used to support the September 30<sup>th</sup> enrolment verification. This report displays the enrolment activity at the user's school during the parameters that have been provided.
- Home Room Educator
  - This report displays home room educators and the students that have been assigned to them.
- Organization Affiliation
  - There are two reports - One report displays the students enrolled in a different organization that have an affiliation with the selected organization. The other report displays the students enrolled in the selected organization that has an affiliation with another organization.
- Prekindergarten Students
  - This report displays student's enrolments in Prekindergarten.
- School Division and the Conseil des écoles fransaskoises Enrolment Verification
  - This report is to be used to support the September 30<sup>th</sup> enrolment verification.

- 
- School Enrolment Verification
    - This report summarizes enrolment information including base/non-base status, residency, tuition status, and program information by grade to support September 30<sup>th</sup> enrolment verification.
  - School Enrolment Detail Verification
    - This report summarizes enrolment information including base/non-base status, residency, tuition status, and program information by student to support September 30<sup>th</sup> enrolment verification.

### Active Accreditation Report

- This report lists educators who are accredited in the user's assigned organization(s) and the accreditation start and end dates.

### Registration Reports – Including Provincial Examination Registrations

- Student Registration
  - This report lists course and examination mix (blended or 100% school) information in order by student for students registered in Grade 10, 11, or 12 courses for a selected school year or session. **The closing section of this report lists all Provincial Exam registrations for your school.**
  - Final marks are listed on this report immediately following entry for 100% school registrations and following transcript release for blended registrations.

### Mark Reports

- Mark Reporting Form
  - This report lists all students who are registered in a Grade 10, 11 or 12 class for a specific session in order by course. This report does not indicate exam mix (100% school or blended).
  - Final marks are listed on this report immediately following entry for 100% school registrations and following transcript release for blended registrations.
  - Schools that submit information to the ministry using paper forms should request this report prior to the end of each session. Marks are manually recorded on the report and returned to the ministry by fax or mail.

### Student Transcript Reports

- Individual Student Profile
  - This function produces a profile (unofficial transcript) for one or more students having a base or non-base enrolment in your school anytime during the year and one or more marks in a Grade 10, 11, or 12 course.
- Student Profiles (batch)
  - This function produces profiles for all students in a selected grade having a base enrolment in your school. Profiles should be run after the notice has appeared on the SDS home page that transcripts have been released by the ministry.
  - Profiles are used to validate that all course attempts and related marks have been successfully received by the ministry. Schools are responsible for verifying that each student's profile is complete. **This is a critical step to ensure the student's permanent academic record at the ministry is accurate. School division or the Conseil des écoles francsaskoises records should not be destroyed until this has occurred.**
  - Batch profiles can be run for the current school year and for 120 days following the end of the school year, with the following exceptions: profiles for graduated students are not available as of graduated date (July 31<sup>st</sup>); and not available for withdrawn students as of withdrawal date.
  - Marks can be modified for 30 days following the end date of the course.

- 
- Student Profiles can be provided to students for mark verification. Student Profiles are not to be altered or enhanced (e.g., with letterhead, seals etc.) or used for post-secondary or scholarship applications.
  - Student Assessment
    - The Student Assessment Report displays the Student Assessment levels by Home Room Educator by student.

### Other Reports

- Like Credit Report
  - This report identifies students who are taking courses which are considered similar and where two credits cannot be awarded (i.e., cannot receive credit in ELA A 30 and A 31 as the courses are considered like credits). The credit value will appear on the transcript for the course considered to be at the higher level of difficulty with zero credit value assigned to the remaining course.
- Prerequisite Hold Reports
  - This report identifies courses where the credit value is withheld due to a missing prerequisite (course appears on transcript with a zero credit value).
- Graduation Completion Requirements
  - This report shows requirements fulfilled as well as courses needed in order to graduate (supports counselling).
- Locally Developed Courses, Modified Courses and Alternative Education Courses
  - This report lists course approval status for the school, school division and the Conseil des écoles francosaskoises.  
Note: As the Functional Integrated Programs do not include courses, this program area does not appear in this report.
  - School divisions and the Conseil des écoles francosaskoises are responsible for monitoring renewal status for these courses.
- System Users Report
  - This report is available to Security Administrators only. It lists users whose accounts Security Administrators manage. Please refer to the [Security Administration Guide](#) for details on running this report and its use as an audit tool.

As new reports become available, they will be posted on the Reports section of the SDS Web Application.

---

## 4.7 Locally Developed, Modified and Alternative Education Course Approvals

Course marks cannot be entered in the SDS if locally developed, modified and alternative education course approvals are outstanding.

All applications for locally developed, modified and alternative education courses must be submitted by the Director of Education (or designated) or Approved Program Supervisor.

Policy and applications for locally developed, modified and alternative education courses are available online at:

[Locally Developed Courses Online Application and Policy](#)

[Locally Modified Courses Online Application and Policy](#)

[Alternative Education Courses Online Application and Policy](#)

A report identifying the approval status of all locally developed, modified and alternative education courses is available on the SDS web application. This report assists officials at the school division and the Conseil des écoles francsaskoises level in monitoring the approval status of these programs. For information on accessing locally developed, modified and alternative course information, refer to [Appendix N: Accessing Locally Developed Course Information from the Student Data System](#).

## 4.8 High School Transcripts

This document is referred to as the official *Transcript of Secondary Level Achievement*. All requests for high school transcripts are completed online and secure payment may be made using Interac debit, VISA, VISA debit and MasterCard. The high school transcripts or Adult 12 transcript must be ordered online at [saskatchewan.ca](http://saskatchewan.ca).

For further assistance with High School and Adult 12 transcripts, or to order a transcript printed on official French transcript template, contact Student and Educator Services at 306-787-6012 or [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

School administration and guidance counsellors may provide a copy of the unofficial Student Profile from the SDS to the student. This profile is **not** an official document and are **not** to be stamped/certified with an official school or division seal. Also note that the unofficial Student Profile contains all course attempts, whereas the *Transcript of Secondary Level Achievement* contains only the highest course attempt.

---

## 4.9 Frequently Asked Questions

### 1. *Is SDS being replaced by MSS/MÉS in the 2022-2023 school year?*

- No. All SDS web application screens, reports and electronic file transfer functions will be available as per usual and will continue to be the primary interface for all schools that have not transitioned to MSS/MÉS.
- All data requirements and submission timelines continue to be in effect.

### 2. *How do I submit Driver Education marks?*

- Driver Education marks can be submitted in the same manner as other marks. Note the teacher certificate number is required for the supervising teacher/principal.
- For non MSS/MÉS assistance, contact the Student and Educator Services Support Desk at 306-787-6012 or email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).
- For MSS/MÉS assistance, contact the school division Level 1 support.

---

## 5 Educator Service Information

---

### 5.1 Teacher Accreditation Records

The SDS collects teacher accreditation information pursuant to the [Accreditation Initial and Renewal Policies and Procedures](#). Once entered on the system, this information determines whether or not a provincial examination will be generated for a student. Accreditation approval is for five years with renewal required *to keep active/valid*. This information is entered on the system for a school year (not by semester).

Marks will be rejected by the SDS if accreditation is outstanding.

An Active Accreditation Report is available on the SDS report function *page Reports->Accreditation Reports->Active Accreditation Report* to assist schools, school divisions and the Conseil des écoles fransaskoises in monitoring accreditation status of their teachers. This report should be run in November and April of each school year. For the Accreditation Report to be accurate, you must ensure course registrations are entered prior to running the report (the practicing accreditation field is derived from course registrations).

Refer to [Teacher Accreditation](#) at [www.saskatchewan.ca](http://www.saskatchewan.ca) for further information:

- Accreditation Initial and Renewal Policies and Procedures
- [Application for Initial Accreditation](#)
- Application for Transfer of Accreditation (Short Form) - for use when transferring to a new school division or Conseil des écoles fransaskoises, First Nation or Independent school.
- Application for Renewal of Accreditation
- [Appendix H: Teacher Accreditation Course List \(acceptable courses to date\)](#)

### 5.2 Educator Service Awards and Letters of Recognition for School Division and the Conseil des écoles fransaskoises Staff

Saskatchewan Ministry of Education is pleased to provide Educator Service Awards for retiring teachers and letters of recognition for all other retiring school division and the Conseil des écoles fransaskoises staff.

Identify the *retiring* educators and other *retiring* school division and the Conseil des écoles fransaskoises staff in your jurisdiction who will be eligible for this award or letter as of June 30 using the form indicated below. Submit the form at least 4 weeks prior to the school division's/Conseil des écoles fransaskoises retirement event to ensure delivery on time. Directors of Education are asked to present these awards and/or letters on behalf of the Minister of Education at an appropriate time.

---

## Award Requirements

- **Only service in Saskatchewan** (public, private, federal and/or band schools) may be included.
- Awards will be prepared for those educators retiring/superannuating provided they have taught for at least 10 years in Saskatchewan.
- At the request of the school division and the Conseil des écoles francsaskoises, awards will be prepared for directors who may be retiring.
- Letters of recognition will be prepared for all other retiring school division and the Conseil des écoles francsaskoises staff provided they have worked for at least 10 years in Saskatchewan.

Complete the [Educator Service Awards and Letters of Recognition Request Form](#) and submit to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

## 5.3 Electronic Educator Profile (EEP)

All educators are required to complete the Electronic Educator Profile (EEP) by mid-September. This is completed annually.

The ministry has worked with schools, school divisions and the Conseil des écoles francsaskoises to have them submit accurate data at the school division/Conseil des écoles francsaskoises level rather than individual teachers entering the data manually which may result in inaccurate data (e.g., class/step, position, employment contract percentage, etc.). Submitting data via XML at the school division/Conseil des écoles francsaskoises level results in accurate data and significant savings of the individual teacher's time.

If your school division or the Conseil des écoles francsaskoises does not submit the EEP information via XML on behalf of the educator, the educator is required to complete the online form by mid-September. Similarly, if an educator is hired mid-year or if an educator's assignment changes, they are required to update the EEP manually.

The XML schema for the EEP is posted online at [www.k12.gov.sk.ca/sds/xml/](http://www.k12.gov.sk.ca/sds/xml/).

For additional information on EEP data submissions via XML, email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

To complete the EEP manually or to make changes to your existing profile, visit [www.k12.gov.sk.ca/sdsprod/educatorProfileLogin.jsp](http://www.k12.gov.sk.ca/sdsprod/educatorProfileLogin.jsp).

## 5.4 Educator Separation Form

School divisions and the Conseil des écoles francsaskoises are required to complete an Educator Separation form if an educator is no longer employed or will have a break in service (e.g., parenting leave, resignation or contract ends with the school division/Conseil des écoles francsaskoises). Refer to the Educator Separation form: [www.k12.gov.sk.ca/sdsprod/educatorHome.jsp](http://www.k12.gov.sk.ca/sdsprod/educatorHome.jsp).

---

## 5.5 Teaching in Saskatchewan

With the proclamation of [The Registered Teachers Act](#) on July 1, 2015 the Government of Saskatchewan granted the teachers of Saskatchewan the privilege of becoming a self-regulating profession.

If you would like to teach in Saskatchewan's Prekindergarten to Grade 12 education system, you must hold a Saskatchewan teacher's certificate issued by the Saskatchewan Professional Teachers Regulatory Board (SPTRB). Certificates are also required to work in registered independent schools and may be required by schools operated by First Nations. Teachers who have been issued a teacher's certificate and are working as teachers are required to register annually with the SPTRB.

Please contact the SPTRB online at [www.sptrb.ca](http://www.sptrb.ca) for further information.

For a letter of eligibility at an Independent School, contact the Programs Branch at 306-787-2712.



---

## 6 Additional Information

---

### 6.1 Attendance Data Collection

All attendance reporting will be done through querying MSS/MÉS.

### 6.2 Summer School Registration

School divisions and the Conseil des écoles fransaskoises are required to annually register summer school offerings with the Office of the Registrar. [The Education Act, 1995](#) Section 87(1)(aa) provides the powers of the board, to offer courses during a summer vacation and charge a fee to individuals who enrol in the courses. This information will be used for the purpose of answering inquiries from students and parents pertaining to summer school and course offerings as well as providing ministry staff with summer school contact information in order to resolve issues related to summer school marks and credits.

Please complete the [Summer School Registration form](#) to register with the Office of the Registrar via email at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

For more information refer to [Summer School Policy](#).

### 6.3 Credit Recovery

The purpose of Credit Recovery policy is to ensure that all students have consistent and transparent processes for credit attainment.

Credit recovery plans are to be kept on file at the school in the student's cumulative record for a period of five years.

For more information refer to the Ministry of Education [Credit Recovery Policy](#) statement.

### 6.4 Saskatchewan High School Credit Options

A guide for high school students was created and posted on [www.saskatchewan.ca](http://www.saskatchewan.ca). This guide provides an overview of nine credit options.

For more information, refer to the [Saskatchewan High School Credit Options](#) online and the [Saskatchewan High School Credit Option Guide](#) student handbook.

---

## 7 Forms

---

- 1 **Application for Special Provisions**
- 2 **Application to Establish an Outside Writing Centre — for Grade 12 Provincial Examinations**
- 3 **Authorization for Guidance Counsellors to Access Student Information**
- 4 **Security Authorization for SDS**
  - 4.1 **Security Authorization for SDS (Administrator)**
  - 4.2 **Security Authorization for MSS/MÉS**
- 5 **Student Demographic and Enrolment (SDS)**
- 6 **Course Registration (SDS) — Independent Schools (Secondary Level only)**
- 7 **Summer School Registration**
- 8 **Secondary Level Mark Corrections (SDS)**
  - 8.1 **Secondary Level Non-Academic Courses New Mark Addition (SDS)**
  - 8.2 **Request for Standing Granted recognition OR Waiver of age requirement – Adult 12**
- 9 **Discoverer Authorization Form**
- 10 **Change of Name/Change of Birthdate (School Use)**
- 11 **Application for Provincial Examination Appeal**
- 12 **Application for Type 1 Post-Secondary to Secondary Level Course Credit**
- 13 **Application for Type 2 Secondary Level Courses for Post-Secondary Course Credit**
- 14 **Educator Service Awards and Letters of Recognition Request Form**
- 15 **Provincial Examinations – August Presiding Officers' Invoice**

---

## 8 Appendices

---

- A Student Tracking Protocol**
- B Information Security and Acceptable Use Policy**
- C Student Tracking Privacy Policy Framework**
- D Secondary Mathematics Pathways Chart**
- E Secondary Science Pathways Chart**
- F Student Tracking Program**
- G September 30 Count Process - FAQ**
- H Teacher Accreditation Course List (to date)**
- I SDS Task Reference List**
- J Student and Educator Services Support Model – SDS only**
- K High School Credits for Music Statements Policy**
- L Student and Educator Services Support Model – MySchoolSask/MonÉcoleSask**
- M SDS Privacy Policy and Legislation**
- N Accessing Locally Developed Course Information from SDS**
- O Transgender Name Change on SDS Process**
- P Questions for Consideration Regarding Transgender Students**

---

## 9 Supporting Policy Documents

---

- 1 **Apprenticeship Credit Policy**
- 2 **Course Challenge Process: Policy and Procedures**
- 3 **Credit Recovery Policy**
- 4 **Credit Transfer Guide**
- 5 **Discoverer Viewer User Manual**
- 6 **Dual Credit Policy**
- 7 **High School Credit Options – Educators**
- 8 **[Presiding Officers' Manual](#) on Blackboard**
- 9 **Prior Learning Credit—Adult 12 Program**
- 10 **Security Administration Guide SDS**
- 11 **Special Project Credit Policy**
- 12 **Summer School Policy**

---

## 10 Course Lists

---

1. **Secondary Level Prerequisite List**
2. **Secondary Level Course List**
3. **Dual Credit Course List**
4. **[Locally Developed Course List](#) on Blackboard**