### **Ministry of Education**

Field Services Branch 12th Floor, Mowat Block 900 Bay Street Toronto ON M7A 1L2 Fax: 416-325-2517

#### Ministère de l'Éducation

Direction des services régionaux 12e étage, Édifice Mowat 900, rue Bay Toronto ON M7A 1L2 Télécopieur : 416-325-2517



May 29, 2015

Anchuan Jiang Ontario International College 4620 Finch Avenue East Toronto, ON M1S 4G2

## Dear Anchuan Jiang

The Private School Inspection Report related to the secondary school courses offered for credit by your school during the 2014-2015 school year is attached. The report provides an assessment of your school's compliance with Ministry of Education policies and confirms your authority to grant credits towards the Ontario Secondary School Diploma.

If you have any questions about the report, please contact:

Paul Bertrand

Telephone: 416-325-6835

Private Schools and International Education Unit

Sincerely,

Michael Rethazi

M. Letting

Coordinator (A), Private Schools and International Education Unit

cc: Paul Bertrand

Private Schools and International Education Unit



# MINISTRY OF EDUCATION Private School Inspection Report 2014-2015

The purpose of the Ministry of Education's inspection of a private school is to ascertain whether the instruction in secondary school courses being delivered is in compliance with Ministry of Education requirements. The structure of the courses, the delivery of the curriculum expectations, the assessment and evaluation strategies and the work of the students must be congruent with *Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements (OS K-12) 2011, Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010, Ontario Student Record (OSR) Guideline, 2000, Ontario Student Transcript (OST) Manual, 2010, curriculum documents and applicable Policy/Program Memoranda.* 

The Ministry of Education's inspection report is based on evidence gathered through the review of pre-inspection materials and on-site discussions with the principal and other school staff. Information is also gathered through observations during classroom visits, review of samples of students' work, examination of school policies/procedures, and the examination of school records.

School	Ontario International Co	llege	School BSID #	666777
Address	4620 Finch Avenue East		City, Prov Postal Code	Toronto, ON M1S 4G2
Mailing Address (if applicable)			City, Prov Postal Code	
Principal	Anchuan Jiang		•	
Phone	416 739-1888			
E-Mail	adm@oicedu.ca		Web Site	www.oicedu.ca
<b>Number of Credit Courses Taug</b>	ght:			
Grade 9	0		Grade 10	0
Grade 11	4		Grade 12	8
<b>Total Student Enrolment in Cre</b>	dit Courses:			
Grade 9	0		Grade 10	0
Grade 11	25		Grade 12	125
Date(s) of Previous Inspection		January 8, 2013		
<b>Previous Inspecting Supervisor</b>	y Officer(s)	Paul Bertrand		
Date(s) of Inspection		January 9, 2015		
Inspecting Supervisory Officer(	s)	Paul Bertrand		

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# **School Description:**

Ontario International College operates primarily for VISA students and offers courses at the grade 11 and 12 level.

SECTION: 1									
Follow-up From Previous Inspection Report									
Item	Addressed	Not Addressed	Does Not Apply	Comments					
The following Issue(s) was/were identified in the previous inspection report:									
1. PLAR Equivalency ( <i>Ontario Schools, K-12, 2011 (OS)</i> 7.2.5)	~								
The school has an equivalency form. However, it is not a sufficiently detailed assessment.									
Resolution: The principal will develop an equivalency assessment that details the total credit equivalency, as well as the number of compulsory and optional credits									
still to be awarded in accordance with <i>OS, K-12, 2011,</i> Appendix 2, Equivalent Diploma requirements. The									
assessment will detail how the determination was arrived at.									
2. Evidence of Student Achievement for Evaluation ( <i>Growing Success, 2010,</i> page 39) Evidence of student achievement for evaluation is being gathered largely in the form of student products. Most teachers were not collecting evidence for evaluation from observations and conversations. Resolution: Teachers must collect evidence for	<b>V</b>			See Recommendation 1.					
evaluation from observations, conversations and student products. Evidence will be found in teacher records.									

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Item	Addressed	Not Addressed	Does Not Apply	Comments
3. Learning Goals and Success Criteria ( <i>Growing Success</i> , 2010, page 33)  There is evidence of assessment for learning and assessment as learning. Learning Goals appear in teacher planning. However, success criteria were not clearly articulated.  Resolution: The principal must ensure that teachers are using learning goals and success criteria in the classroom and that the approach is documented in teacher planning. More emphasis must be placed on ensuring students understand success criteria and can use them to assess their own work. The coconstruction of success criteria is a powerful way to help students understand how they are evaluated.		✓		Progress has been made but further work is needed. See Issue 1.
4. Ontario Student Records (OSRs) ( <i>The Ontario Student Record (OSR) Guideline, 2000</i> ) In some cases OSR folders were not fully completed. Resolution: The principal will review OSR folders and complete them in accordance with the inspector's direction.	<b>▽</b>			
The following Recommendation(s) was/were identified in	the previou	us inspectio	n report:	
1. It is recommended that the principal conduct professional development on <i>Growing Success, 2010,</i> with a focus on evidence of student achievement collected over time from three different sources - observations, conversations and student products, as using multiple sources of evidence increases the reliability and validity of the evaluation of student learning. ( <i>Growing Success, 2010,</i> p. 39)	✓			
2010, p. 39)				

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Item	Addressed	Not Addressed	Does Not Apply	Comments
2. It is recommended that the principal conduct professional development for teachers on <i>Growing Success</i> , 2010, with emphasis on Learning Goals, Success Criteria, Questioning, Descriptive Feedback and Self-Assessment. It is recommended that the following support materials be used for professional development. http://www.edugains.ca/newsite/aer2/aervideo/video clips.htm.	▼			

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SECTION:2							
School	Policies,		Procedur	es, and Record Keeping	3		
Criteria	W	Compliance	21/2	Implementation	Comments		
1. School Course Calendar	Yes	No	N/A				
The School Course Calendar contains complete, detailed, accurate, and up-to-date information about diploma requirements and the programs and courses offered by the school.				✓ All or Most of the Time     ✓ Sometimes     ✓ Seldom or Not at All			
<b>2. Community Involvement</b> The school establishes a procedure for completing the community involvement requirement.							
2.1 Students are provided with information and forms about the activities that are approved and the activities that are ineligible.				✓ All or Most of the Time  ☐ Sometimes ☐ Seldom or Not at All			
2.2. The school indicates on the Ontario Student Transcript (OST) that the student has completed the community involvement requirement.				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All			
3. Provincial Secondary School Literacy Requirement The school establishes a procedure for the Ontario Secondary School Literacy Test (OSSLT) to include, if applicable, accommodations, deferrals and exemptions.	K						
3.1. The school establishes a procedure for offering the Ontario Secondary School Literacy Course (OSSLC).	V						
3.2. The school records the completion of the Provincial Secondary School Literacy Requirement on the Ontario Student Transcript (OST).	V						

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Cuitouin	Critoria			lm plans autation	Comments
Criteria	Yes	No N/A Implementation		Implementation	Comments
<b>4. Substitutions</b> There is an established procedure for the substitution of compulsory courses.	<b>\</b>				
4.1. There is appropriate documentation in the Ontario Student Record (OSR) for substitutions of compulsory courses.				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
4.2. Substitutions are indicated with an "x" on the Ontario Student Transcript (OST).				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
5. Reach Ahead Credits There is an established procedure for the supervision of elementary students who take secondary Reach Ahead courses.			V		
5.1. There is appropriate documentation in the Ontario Student Record (OSR) for elementary students who have reached ahead to take secondary courses.			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
<b>6. Prerequisite</b> There is an established procedure for waiving prerequisites.	V				
6.1. There is appropriate documentation in the Ontario Student Record (OSR) when prerequisites are waived.			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	The principal has not waived a prerequisite.
<b>7. Attendance</b> There is an established policy regarding student attendance.	<b>\</b>				
7.1. There is an established procedure for recording student absences.	<b>\</b>				

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Cuitouin	Critoria		lum la mantation	Comments	
Criteria	Yes	No	N/A	- Implementation	Comments
8. PLAR There is an established procedure for awarding credit equivalencies.	<b>V</b>				
8.1. There is a copy of the equivalency assessment in the Ontario Student Record (OSR).				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
8.2. There is an established procedure for students who wish to challenge courses.			<b>V</b>		
8.3. There is documentation of the challenge process in the Ontario Student Record (OSR).			V	All or Most of the Time Sometimes Seldom or Not at All	
9. Cooperative Education Cooperative education and work experience programs are developed and implemented in accordance with ministry policy stated in Cooperative Education and Other Forms of Experiential Learning, 2000			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
10. Courses Earned Through Other Means (Alternative Ways of Earning Credits) There is an established procedure for courses earned through the Independent Learning Centre.			V		
10.1.1. There is an established procedure for earning courses through distance education.			7		
10.1.2. There is an established procedure for offering courses through independent study.			<b>V</b>		
10.1.3. There is an established procedure for offering courses through private study.					
10.2. Records for independent study and/or private study show evidence that student work is assessed and evaluated according to the overall curriculum expectations.			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	

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Cuitania	Criteria Compliance		luculaus autatiau	Commonts	
Criteria	Yes	No	N/A	Implementation	Comments
10.3. Records for independent study and/or private study show evidence that the scheduled instructional time for courses corresponds to the Outlines of Courses of Study.			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
<b>11. Outlines of Courses of Study</b> Outlines of the Courses of Study include at least the information as per OS 5.3.2.				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
11.1. The school retains on file up-to-date copies of the outlines of all of courses of study for courses offered at the school.				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
11.2. Outlines of Courses of Study are available at the school for parents and students to examine.				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
<b>12. Music Certificates</b> Music Certificates accepted for credit are on file.			V		The school has not had a request.
12.1. Appropriate notation of the credit toward the Ontario Secondary School Diploma (OSSD) is noted on the Ontario Student Transcript (OST).			V		
13. Hours for Credits All full-credit courses are scheduled for a minimum of 110 hours and all half-credit courses are scheduled for a minimum of 55 hours as documented on the school's timetable.	V				
<b>14. Locally Developed Course</b> There is documentation of Ministry of Education approval of locally developed courses.			V		

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SECTION: 3							
Classroom Evidence: Instr	uction of Cu		pectations,	Assessment and Evalu	ation of Student Achievement		
Criteria	Yes	Compliance No	N/A	Implementation	Comments		
1. All curriculum expectations set out in the curriculum policy documents must be accounted for in instruction. ( <i>Growing Success, 2010,</i> page 38)	163	NO	N/A	✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All			
2. Online courses demonstrate evidence of ongoing interaction between teacher and students in an on-line learning environment.			V	☐ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All			
3. Assessment is based on evidence of student achievement of the provincial curriculum expectations. ( <i>Growing Success</i> , 2010, page 28)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All			
4. Student learning is assessed and evaluated in a balanced manner with respect to the four categories of the achievement chart. ( <i>Growing Success</i> , 2010, page 17)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All			
5. Evaluation is based on assessment of learning that provides evidence of student achievement at strategic times throughout the course. (Growing Success, 2010, page 38)				✓ All or Most of the Time     ☐ Sometimes     ☐ Seldom or Not at All			
6. Evidence of student achievement for evaluation is collected over time from three different sources - observations, conversations, and student products ( <i>Growing Success, 2010,</i> page 39)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	See Recommendation 1.		

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Criteria		Compliance		Implementation	Comments
Criteria	Yes	No	N/A	Implementation	Comments
7. Evaluation focuses on students' achievement of the overall expectations. A student's achievement of the overall expectations is evaluated on the basis of his/her achievement of related specific expectations. ( <i>Growing Success, 2010,</i> page 38)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
8. Assessment for learning and assessment as learning support students in understanding the success criteria used to assess their learning as well as what evidence of learning they will provide to demonstrate their knowledge and skills. The success criteria are used to develop an assessment tool such as a checklist, a rubric, or an exit card, etc. (Growing Success, 2010, pages 28, 29 and 33)				☐ All or Most of the Time ☑ Sometimes ☐ Seldom or Not at All	See Issue 1.
9. Assessment, evaluation, and reporting are ongoing, varied in nature, administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning. ( <i>Growing Success</i> , 2010, page 6)				✓ All or Most of the Time     ✓ Sometimes     ✓ Seldom or Not at All	

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Criteria		Compliance		Implementation	Comments
Criteria	Yes	No	N/A	Implementation	Comments
10. To the extent possible, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation, in a subject or course, are not considered in the determination of a student's grades. ( <i>Growing Success</i> , 2010, pages 10 and 45)				☐ All or Most of the Time ☑ Sometimes ☐ Seldom or Not at All	See Issue 2.
11. 70 % of the final grade is based on evaluation conducted throughout the course, reflecting the student's most consistent level of achievement throughout the course with special consideration given to more recent evidence of achievement. ( <i>Growing Success, 2010,</i> page 41)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
12. 30% of the final grade is based on a final evaluation administered at or toward the end of the course. ( <i>Growing Success, 2010,</i> page 41)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
13. 30 % of the grade (final evaluation) is based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. (Growing Success, 2010, page 41)				✓ All or Most of the Time  Sometimes  Seldom or Not at All	

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Criteria	Compliance			Implementation	Comments
Criteria	Yes	No	N/A	ппристепции	Comments
14. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. ( <i>Growing Success, 2010,</i> page 41)				✓ All or Most of the Time ☐ Sometimes ☐ Seldom or Not at All	
15. The school's policies relating to "Cheating and Plagiarism" are in compliance with <i>Growing Success</i> , 2010, pages 42 and 43.	V				
16. The school's policies relating to "Late and Missed Assignments" are in compliance with <i>Growing Success</i> , 2010, page 44.	<b>V</b>				

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SECTION: 4								
School Record Keeping: Ontario Student Record (OSR)								
Criteria	Compliance			- Implementation	Comments			
1 11 1	Yes	No	N/A	Implementation	comments			
1. The school has a policy on the	_		_					
establishment, maintenance, retention,	✓							
transfer and disposal of a record in								
compliance with the <i>Ontario Student</i>								
Record (OSR) Guideline, 2000.								
2. The materials in the Ontario Student				All as March of the Time	See Issue 3.			
Record (OSR) are collected and stored in				<ul><li>✓ All or Most of the Time</li><li>✓ Sometimes</li></ul>				
accordance with the policies in the				Seldom or Not at All				
Ontario Student Record (OSR) Guideline,								
2000 and the policies established by								
the school.								
3. The security of the Ontario Student								
Record (OSR) is ensured.				✓ All or Most of the Time  ☐ Sometimes				
, ,				Seldom or Not at All				
4. Information is recorded correctly on								
all sections of the Ontario Student				✓ All or Most of the Time  Sometimes				
Record (OSR) folder.				Seldom or Not at All				
5. A report card is filed in the Ontario								
Student Record (OSR) folder for each				✓ All or Most of the Time  ☐ Sometimes				
student who has been enrolled in the				Seldom or Not at All				
school.								
6. When a Documentation File is				✓ All or Most of the Time				
required it is kept in the Ontario				Sometimes				
Student Record (OSR) folder.				Seldom or Not at All				
7. The office index cards are				✓ All or Most of the Time				
maintained.				Sometimes				
				Seldom or Not at All				

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Criteria	Compliance			Implementation	Comments	
Criteria	Yes No N/A		implementation	comments		
8. Where the school maintains the						
Ontario Student Record (OSR), the	<b>✓</b>					
school initiates, maintains, issues, and						
stores an Ontario Student Transcript						
(OST) for every student enrolled in						
accordance with the Ontario Student						
Transcript (OST) Manual, 2010 .						
9. The Ontario Student Transcript (OST)						
is a cumulative and continuous record	✓	П	П			
of a student's completion of courses.						
or a student s completion of courses.						
10. A hard copy of the Ontario Student						
Transcript (OST) for every student who	<b>✓</b>					
has retired or graduated is filed in the						
Ontario Student Record (OSR).						
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		CECTION: E					
SECTION: 5 Statistical Reporting							
Item	Addressed	Not Addressed	Does Not Apply	Comments			
The school has all required statistical data submitted within the last 12 months as per the legislative requirement under 16(5) of the <i>Education Act</i> .	V						
RECOMMENDATIONS							
Evidence of student achievement for evaluation is being gathered from multiple sources. However, the level of implementation varies from class to class. Further professional development is needed. It is recommended that the principal conduct professional development on <i>Growing Success, 2010,</i> with a focus on evidence of student achievement collected over time from three different sources - observations, conversations and student products as using multiple sources of evidence increases the reliability and validity of the evaluation of student learning. ( <i>Growing Success, 2010,</i> p. 39).							
ISSUE(S)							
ISSUE(S)				RESOLUTION			
1. Learning Goals and Success Criteria ( <i>Growing Success, 2</i> Rubrics and other assessment tools are distributed to the beginning of a cycle of learning. Learning goals and successome classes. In some cases, it appeared that criteria were Peer and self-assessment were not evident in one course. <i>for</i> and <i>as</i> learning activities are planned and conducted, effective as they should be since they lack clear success cr	students at s criteria are e not used ex Although as the activitie	the e in use in explicitly. sessment s are not as	success crite planning an be used as a teacher can The same ch learning so the targeted	RESOLUTION  If will ensure that teachers are using learning goals and eria with students and that this is reflected in teacher diclassroom practice. A tool, such as a checklist, should a component of assessment for learning so that the provide targeted descriptive feedback based on criteria. Hecklist should be used as part of assessment as that students can self-assess or peer-assess based on a criteria. In assessment as learning the feedback can diby the student for individual goal setting.			

3 The Ontario Student Record (OSR) and <i>OS K-12, 2011,</i> 4.4.2, <i>Ontario Stud</i> PLAR Equivalency assessments docum	leline, 2000)	The principal will ensure this documentation is added to the OSRs.						
		AUTHORIZATION TO GRA	ANT CRED	ITS				
✓	The principal	The principal has authority to grant credits.						
	The principal does not have authority to grant credits.							
		NEXT INSPECTI	ON					
Based on the evidence from this inspection, the next inspection is scheduled for:		The Same School Year: 2014-2015		The Next School Year: 2015-2016	V	In Two Years: 2016-2017		

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