

This process may be accessed from the **Main Menu** of Student Services in BCeSIS, or through the **Student Review** process. Either access will take the user to the same set of screens.

If an assessment already exists, it will display here. The user can view the details of any assessment by first selecting it (as illustrated below) and then clicking the **View Details** button. To create a new assessment, click on the **Add** button.

Number	Assessment Area	Date requested	Due Date	Status
1	Motor Development	23-APR-2008	23-APR-2009	Finalized

On this **Basic Info** tab (illustrated below), the dates default to the current date and may be changed using the **+** button which will bring up a calendar. Drop down menus display for **Area of Assessment** (entries illustrated below);

- Academic Performance
- Adaptive Behavior
- Assistive Technology
- Communication (Speech/Language)
- Developmental/Medical History
- Emotional/Social/Behavioral
- Hearing
- Intellectual/Cognitive Functioning

- Intellectual/Cognitive Functioning
- Motor Development \*\*\*\*\*
- Substance Abuse
- Vision
- Vocational/Occupational/Transition

and for **Position Responsible**. **Note:** Position Responsible is populated from core BCeSIS and contains all positions entered therein, not just Student Services positions.

BC - Consultation/Assessments Details

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number 220421 Usual Last Name Alkema Suffix Preferred First Name Rand Middle Name Dylen Age 11-10 Gender M Birth Date 28-JUN-1996

Ministry Designation Learning Disability Case Manager Katia, Rodriguez 60050

Basic Info Consultants/Assessors Summary

Consultation Assessment No. 1 Date Requested 23-APR-2008

Area Motor Development \*\*\*\*\* Date Due 23-APR-2009

Position Diagnostic/Evaluation Staff Notes

Responsible

Type  Consultation  Assessment

Consents for assessment:

Number	Date Sent	Date Accepted	Date Refused	Date Received
1	23-APR-2008	23-APR-2008		23-APR-2008

Finalized By DFREETHY Finalized Date 23-APR-2008

Re open Cancel Spell

Choose the appropriate radio button for either **Consultation** or **Assessment**. The default is Consultation. A summary may also be captured in the notes section on this screen. If a **Consent for Assessment** has been created, this will appear under that heading. If it hasn't, and one is needed, it can be created at this time by choosing the **Create** button (greyed out because the illustrated record is **Finalized**). Further information on the creation of a **Consent for Assessment** letter is available in the materials on **Notifications and Forms**.

On the **Consultants/Assessors** tab (*illustrated below*), if the person conducting the assessment is a member of staff, then the user can choose that person using the **Select Teacher** screen which displays when the ? is clicked. If not, then the name of the person can be typed in this field. When a staff member is conducting the assessment and that staff member has a BCeSIS user account, then **On Line Reporting** can be ticked and that person can then enter their **Assessment Report** directly into the Student Services module. In the instance of the person either not having access or being an outside assessor, the Case Manager can enter the report information.

The **Reason Notes** field provides an opportunity to capture a brief summary of why this assessment is being conducted for this student. **Note:** although **Spell** button appears on many of these screens, the spellchecker function is not operational at this time.

BC - Consultation/Assessments Details

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number 220421 Usual Last Name Alkema Suffix Preferred First Name Rand Middle Name Dylen Age 11-10 Gender M Birth Date 28-JUN-1996

Ministry Designation Learning Disability Case Manager Katia, Rodriguez 60050

Basic Info Consultants/Assessors Summary

Consultants/Assessor Name	Status	On Line Reporting	Reason Notes
Dr. Spock	ASSIGNED	<input type="checkbox"/>	Enter if any, but not requir ...
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Cancel Assignment View Report Add Delete

Finalized By DFREETHY Re open Cancel Spell

Finalized Date 23-APR-2008

Once the assessment report has been completed, either the assessor or the Case Manager can enter the **Report Summary** and the **Report Recommendations** which become a part of the history for this assessment. Be sure to **Finalize** and **Save** once this process is completed.

BC - Consultation/Assessments Details

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number 220421 Usual Last Name Alkema Suffix Preferred First Name Rand Middle Name Dylen Age 11-10 Gender M Birth Date 28-JUN-1996

Ministry Designation Learning Disability Case Manager Katia, Rodriguez 60050

Basic Info Consultants/Assessors Summary

Report Summary

- Dr. Spock - 23-APR-2008: Brief summary of test results

Report Recommendation

- Dr. Spock - 23-APR-2008: Student needs to receive support and adaptations for written work

Finalized By DFREETHY Re open Cancel Spell

Finalized Date 23-APR-2008

