



# Federation of Independent School Associations British Columbia

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October 5, 2018

## 2018-2019 FSA Marking Sessions – Claim Form and Summary Report

The Ministry of Education has again provided a grant to independent schools to subsidize the costs of FSA joint marking sessions. These costs may include administration, facilities, materials, hospitality, honoraria, and travel expenses. After all organizing expenses are reimbursed, any remaining grant funds will be allocated proportionally to the total number of teachers involved in these marking sessions to assist with eligible TOC costs.

Joint marking sessions lead to a variety of beneficial outcomes. In addition to increasing the likelihood of score reliability they can be excellent professional learning opportunities. To support the ongoing success of these collaborative sessions, please note the following reimbursement criteria:

### General Criteria

- A minimum of two different schools must participate in a joint marking session to be eligible for reimbursement.
- As it is the intention that these marking sessions contribute to the professional growth of classroom teachers and school administrators, schools that have other personnel such as retired teachers serve as markers are **not** eligible to receive reimbursement for the cost associated with FSA marking (refreshments, travel, TOC costs, etc.)
- The costs associated with organizing joint marking sessions are eligible expenses. The host school or organization may claim maximum administrative costs of staff time as follows based on the total number of FSA booklets marked:
  - < 100 booklets = \$100
  - 101-200 booklets = \$200
  - 201-300 booklets = \$300
  - 301-400 booklets = \$400
  - 401-500 booklets = \$500
  - 501-600 booklets = \$600
  - 600+ booklets = \$700
- Limited travel expenses are eligible for reimbursement. To qualify, the location of the marking session must be at least 50 km away from the school requesting reimbursement. See page 4 for more information.



## TOC Reimbursement

- 1) The allocation of TOC reimbursement **may not exceed the number of grade 4 and grade 7 class sections within a school requesting reimbursement**. For example, a school with one section of grade 4 and one section of grade 7 would be eligible for a maximum of two TOC reimbursement allocations. A school with three grade 4 sections and two grade 7 sections would be eligible for a maximum of five TOC reimbursement allocations.
- 2) Schools or organizations that hold joint marking sessions outside of normal school hours, i.e. on a Saturday, may apply for TOC reimbursement for the participating markers. To be eligible, the participant must be employed as a classroom teacher or administrator by a participating school. These reimbursements are subject to the maximum allocation limit indicated in section 1 above.
- 3) Administrators who participate in marking for the duration of the full session may claim TOC reimbursement as long as their inclusion does not exceed the maximum allocation limit as indicated in section 1 above.
- 4) TOC reimbursement is contingent upon participants signing the attendance sheet on page 6 or an equivalent record of attendance prepared by the host school/organization.
- 5) The TOC reimbursement rate varies each year depending on the hosting and travel costs, and the number of participants. For 2017-2018, the TOC reimbursement was \$140/participant. FISA BC is not able to guarantee a minimum TOC reimbursement rate.

### Claim Form and Summary Report Form

To be eligible for reimbursement, this "Claim Form and Summary Report" must be received by the FISA BC office prior to December 14, 2018.

As continued funding depends upon complete accounting and feedback procedures, host schools must complete and return the following form to FISA BC. **Please keep original receipts and documentation on file at your office against the possibility of review by the Ministry of Education.**

**VERY IMPORTANT: Please ensure that each participant at your session is listed on page 6 or an equivalent form that you create.** Please include everyone who participates, even those ineligible for TOC reimbursement. Feel free to photocopy an additional page 6 if you have more than 11 participants attending your session.

Return this form, along with sign-in sheet, to FISA BC by Dec. 14, 2018.

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**FSA Collaborative Marking Session  
Claim Form and Summary Report  
DETAILS**

Event location: (name/address of host school)	
Name of person who led or moderated the marking session:	
Total number of FSA booklets marked:	

	Name of School	Number of participants	Number of grade 4 class sections	Number of grade 7 class sections
Host School:				
Participating School 1:				
Participating School 2:				
Participating School 3:				
Participating School 4:				
Participating School 5:				
Participating School 6:				
Participating School 7:				
Totals:				

Duplicate chart as needed



**COSTS FOR MARKING SESSIONS**

<b>Category</b>	<b>Details of costs incurred</b>	<b>Amount</b>
Administrative cost: materials/photocopying, staff time (see p. 1 for applicable rate on maximum staff time reimbursement)		
Facilities		
Lunch/refreshments		
Honoraria for Presenter(s) (do <b>not</b> include TOC coverage for presenters in this line)		
Other		
TOTAL COST		
Cheque to be made payable to:		

**TRAVEL COSTS FOR MARKING SESSIONS**

<b>Category</b>	<b>Details of costs incurred</b>	<b>Amount</b>
Private vehicle allowance - \$0.53/km for travel greater than 50 km		
Accommodation cost for participants travelling at least 200 km one-way. Maximum 1-night accommodation.		
TOTAL COST		
Cheque to be made payable to:		

**NOTE: All direct costs will be fully reimbursed.  
Any remaining funds will be distributed proportionally to assist with TOC costs.**



Please comment on the scoring process used this year.


Please comment on the scoring materials used this year.


Please comment on ways in which FISA BC can improve the training and marking sessions for next year.


Other comments


Thank you for participating in the training and marking sessions this year.



September 2018

**2018-2019 FSA Sessions – List of Participants**

Name of Host School \_\_\_\_\_

Date of Session \_\_\_\_\_

Proportional TOC costs will be reimbursed after organizing and travel expenses are paid.  
**TOC allocations may not exceed the number of grade 4 and grade 7 class sections for the particular school requesting reimbursement.**

<b>Name of Participant</b> <small>(must be employed as a classroom teacher or school administrator by a participating school)</small>	<b>Name of School</b>	<b>Participant's signature</b>	<b>TOC reimbursement requested</b> <b>YES/NO</b>	<b>One additional day of TOC</b> <small>(travel more than 200 km one-way)</small> <b>YES/NO</b>

Duplicate chart as needed

Host school: return forms to FISA BC by Dec. 14, 2018 via mail, fax, or email

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