

Working with the Graduation Assessments Proficiency extract

Understanding the Graduation Assessments data extract	Read the following documents: <ul style="list-style-type: none">• <i>Graduation Assessments Proficiency field definitions</i>• Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: <ul style="list-style-type: none">• Importing text (.txt or .csv) files into Excel• Auto-filtering in Excel• Keeping leading zeros and large numbers in Excel

Conventions in this document

BOLDED_WITH_UNDERSCORES	Indicates a column name (e.g., SUB_POPULATION)
'Text within single quotation marks'	Indicates a column value (e.g., 'Disabilities or Diverse Abilities')

Instructions

1. Open your local copy of the file.
2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)
3. Use the auto-filter on the **DATA_LEVEL** column to select 'School Level', 'District Level', or 'Province Level'.
4. The next column to work with depends on which value you just selected:
 - If you selected 'Province Level', use **PUBLIC_OR_INDEPENDENT** to set which group of schools to include in your results (public, independent, or province total).
 - If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose results you want to see. (Note that independent schools do not have school districts.)
 - If you selected 'School Level', use either **SCHOOL_NUMBER** or **SCHOOL_NAME** to select the school whose results you want to see.
5. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g., '2022/2023').
6. Use the **SUB_POPULATION** column to filter by subpopulation (e.g., 'Indigenous').
7. Use the **GRADUATION_ASSESSMENT** column to select the assessment for which you'd like the results.
8. To remove all masked data ('Msk'), use the auto-filter to deselect 'Msk' from the aggregate columns (K through P).

Sample Questions

Question:

In 2023/2024, how many students with disabilities or diverse abilities in the province performed at a proficient level on the Grade 10 numeracy assessment?

Path to answer:

1. Filter **SCHOOL_YEAR** to '2023/2024'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'Province-Total'
3. Filter **SUB_POPULATION** to 'Disabilities or Diverse Abilities'
4. Filter **GRADUATION_ASSESSMENT** to 'Numeracy Assessment 10'
5. Column N (**NUMBER_PROFICIENT**) = 1,687

Question:

In School District 35 in 2024/2025, how many students wrote the Literacy 12 Assessment?

Path to answer:

1. Filter **SCHOOL_YEAR** to '2024/2025'
2. Filter **DATA_LEVEL** to 'District Level'
3. Filter **DISTRICT_NUMBER** to '035'
4. Filter **SUB_POPULATION** to 'All Students'
5. Filter **GRADUATION_ASSESSMENT** to 'Literacy Assessment 12'
6. Column K (**NUMBER_WRITERS**) = 1,727