

All students working toward an Ontario Secondary School Diploma (OSSD) must meet the province's secondary school literacy graduation requirement, as set out by the Ontario Ministry of Education. This procedure explains how Royal Ontario Academy (ROA) students meet this requirement through the Ontario Secondary School Literacy Test (OSSLT) or the Ontario Secondary School Literacy Course (OSSLC), whether they live in Ontario, elsewhere in Canada, or overseas.

The Ontario Secondary School Literacy Test (OSSLT)

The OSSLT is a standardized, computer based test developed and administered by the Education Quality and Accountability Office (EQAO). It consists of two 60 minute sessions and is normally written for the first time in a student's second year of secondary school, once the student is working at the Grade 10 level. ROA registers eligible students with EQAO for each scheduled administration and notifies students, and the parent or guardian where the student is under 18, of the test date well in advance.

In Person, Proctored Administration

The OSSLT must be written in person, under proctored conditions, using a digital device; it cannot be completed remotely from home. As ROA is a fully online school, the Principal arranges an approved in person testing location for students required to write the OSSLT, at another inspected Ontario school or another approved site, and confirms the arrangement with each registered student well ahead of the test date. A fee of \$250 per attempt applies to cover the cost of arranging and proctoring the test.

Students Living in Ontario

Students living in Ontario are required to attempt the OSSLT at least once, most often in their second year of secondary school. They attend the in person testing location arranged by the Principal for that administration.

Students Living Elsewhere in Canada or Overseas

Because the OSSLT can only be written in person in Ontario, students living outside Ontario, whether elsewhere in Canada or overseas, are not required to attempt the test. Instead, they meet the literacy requirement by enrolling directly in the Ontario Secondary School Literacy Course (OSSLC), consistent with Ministry policy and standard practice among Ontario's inspected online schools.

The Ontario Secondary School Literacy Course (OSSLC)

A student may complete the OSSLC in place of the OSSLT in any of the following situations:

- They live outside Ontario, and are not required to attempt the OSSLT.
- They have written the OSSLT twice without achieving a passing result.
- The Principal determines that extenuating circumstances make it in the student's best interest to enrol in the OSSLC before attempting the OSSLT twice.

The OSSLC is a credit course and, like ROA's other courses, is delivered fully online and asynchronously.

Students with an IEP

Students with an Individual Education Plan or an approved accommodation write the OSSLT, or complete the OSSLC, with their accommodations applied, consistent with Ministry guidelines and the student's plan.

Tracking and Records

The Principal tracks each student's EQAO registration, test results, and, where applicable, OSSLC completion, and records the outcome on the student's Ontario Student Record (OSR) once the requirement is met.

This procedure is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.