

STUDENT ASSESSMENT AND EVALUATION POLICY

LEARNING SKILLS AND WORK HABITS

The following learning skills and work habits are essential to success in education and throughout life. Students will be evaluated on these habits and skills.

Responsibility

The Student:

- Meets school and course responsibilities and commitments
- Completes and submits class work, homework and assignments on time
- Manages and takes responsibility for his/her own behaviour

Organization

The Student:

- Plans and follows a method/system for completing activities/assignments
- Manages time to complete activities/assignments and to achieve goals
- Identifies, gathers, evaluates and uses information, technology and resources to complete activities/assignments

Independent Work

The Student:

- On their own, plans and keeps track of finishing activities/assignments and meeting goals
- Uses class time appropriately to finish activities/assignments
- Follows instructions with little help from the teacher

Collaboration

The Student:

- In group work does their fair share of the workload and accepts various roles
- Responds respectfully to the ideas, opinions, values and traditions of others
- Builds healthy student-to-student relationships through personal and media-assisted interactions
- Works with others to solve problems and be in agreement to reach group goals
- Shares information, resources and expertise and encourages critical thinking to solve problems and make decisions

Initiative

The Student:

- Looks for and acts on new ideas and opportunities for learning
- Demonstrates originality and a willingness to take risks
- Demonstrates curiosity and interest in learning
- Approaches new tasks with a positive attitude
- Recognizes and advocates appropriately for the rights of self and others

Self-Regulation

The Student:

- Sets own individual goals and monitors progress towards achieving them
- Asks questions or asks for help when needed
- Reviews and thinks critically on his/her own strengths, needs and interests
- Identifies learning opportunities, choices and strategies to meet personal needs and achieve goals
- Makes an effort and does not give up when responding to challenges

ENSURING ACADEMIC HONESTY

Students are expected to be academically honest by submitting their own original work.

Academic Dishonesty includes but is not limited to:

- Plagiarizing (i.e. copying) an essay or another research assignment in which whole sentences, paragraphs, or images are taken directly from either a book, magazine, newspaper article, Internet source or from another student's work, without writing the material using his/her own words, or the citing of references.
- Sharing answers with or copying answers on paper or electronically from the test paper or another student during an evaluation.
- Having "cheat notes" in any form, including electronic devices during an evaluation.
- Altering work that has already been evaluated in order to increase the mark.

In order to ensure academic honesty, teachers will:

- Review and clarify the four areas of academic dishonesty.
- Determine if a student has in fact been academically dishonest.
- Determine plagiarism using any available tools, e.g. Internet, computer software.
- Determine whether a warning or penalty is appropriate.

In order to ensure academic honesty, students will:

- Seek clarification about the four areas of academic dishonesty.
- Prepare well for all assignments and evaluations.
- Avoid behavior, which may cause suspicion of academic dishonesty in all assignments and evaluations.
- Ensure that all work is original.
- Cite sources accurately and consistently.

When academic dishonesty has been established, certain consequences may apply:

- A rewriting of the work under supervision in the case of plagiarism.
- A mark of zero.
- The involvement of a parent/guardian.
- A referral to the administration.
- Suspension from school.

The consequences of academic dishonesty far outweigh any potential benefit(s) to the student.

Schools are experiencing a tremendous increase in the amount of material taken from the Internet and used in student papers or assignments without proper documentation. It is recommended that all students submit papers and assignments to the plagiarism program called *Turnitin* at www.turnitin.com.

Here is how it works:

- Students access *Turnitin* through the easy-to-use web interface, where they submit their work.
- *Turnitin's* servers compare submitted documents against a database of works consisting of billions of articles, books, student papers, and journals.
- The results are returned to you in the form of customized Originality Reports.

The *Turnitin* Plagiarism Prevention Program is the standard used at most Canadian Universities and Colleges.

ENSURING THE COMPLETION OF EVALUATIONS CONDUCTED DURING THE COURSE

The purpose of evaluation is to improve student learning. Students are expected to complete all evaluations within the established time.

In order to ensure that students complete all evaluations, teachers will:

- Inform students in advance of the evaluation date(s) and time(s).
- Outline material to be evaluated.
- Return evaluations in a timely fashion.
- Accommodate special circumstances and student requirements.

In order to ensure that students complete all evaluations, students will:

- Record the evaluation date(s) and time(s) in their agenda book.
- Clarify material to be evaluated.
- Inform the teacher in advance of any absences due to prior commitments and make alternative arrangements in advance of that absence.

When students are unable to complete an evaluation at the stated time and day, students will:

- Submit, upon returning to school, a note for the unforeseen absence, e.g. bereavement, court appearance, verifying that a parent/guardian is aware that an evaluation was missed.
- Submit, upon returning to school, a doctor's certificate, if required, for an emergency illness or injury.
- Obtain approval, in advance, from the Principal/Vice-Principal for any other activity.

Failure to provide the necessary documentation or obtain approval may result in a mark of zero.

ENSURING THE SUBMISSION OF ASSIGNMENTS ON DUE DATES

Students are expected to submit all assignments on due dates.

In order to ensure that students meet due dates, teachers will:

- Establish clearly on paper the expectations and evaluation criteria for the task/assignment.
- Help students understand the task by providing frameworks such as: exemplars, rubrics, checklists, and planners.
- Provide formative opportunities during the development of the assignment through teacher and peer feedback, and, as required, parental support.
- Take pre-emptive actions throughout the process to help students who predictably struggle with the completion of tasks and contact parent/guardian for assistance and support.

In order to ensure that students meet due dates, students will:

- Seek clarification, extra help and feedback throughout the development of the assignment.
- Use time management strategies to set targets for the completion of the task.
- Inform parent/guardian of assignments, due dates, expectations and consequences for late or non-submission.

Establishing Due Date Extensions

- If you are unable to submit an assignment on time you must submit a page with answers to the following questions.
 - ✓ Why are you not submitting your assignment today?
 - ✓ What part of the assignment have you completed?
 - ✓ Is there any assistance you required from me to complete the assignment?
 - ✓ I will hand the assignment in on _____ (Specific date)
- Your teacher will meet with you to discuss your situation.

Having followed the above procedures:

- **As a last resort**, when all other strategies have been tried, marks may be deducted from the value of the assignment. Further, after an appropriate time has been allowed and after assignments have been returned to the class, it is also permissible to assign a mark of zero.

ENSURING THE COMPLETION OF CULMINATING ACTIVITIES AND EXAMS

The Purpose of the final evaluation is to reflect student achievement based on curriculum expectations. As per ministry requirement, it accounts for 30% of the final grade. It can be a final exam, a culminating activity/unit, or a combination of the two. Students/parents should consult course outlines.

In order to ensure that students complete all final evaluations, teachers will:

- Inform students in advance of the date(s) and time(s) of final exams and/or culminating activity/unit.
- Provide an outline of what will be covered on the final exam and/or of what is expected for the culminating activity/unit and the evaluation criteria.
- Return and/or report student achievement in a timely fashion.
- Accommodate special circumstances and student requirements.

In order to ensure that students complete all final evaluations, students will:

- Record the evaluation date(s) and time(s) in their agenda book.
- Clarify material to be evaluated and seek extra help if needed.
- Take any vacations during regular school breaks and not during the period of final evaluations.

When a student misses any portion of the final 30%, the student will:

- Submit a doctor's certificate immediately following the missed evaluation or upon returning to school. The note must include the date of the absence and the reason the student missed the evaluation. If a student misses an exam and does not bring a medical note, they will receive a mark of zero (0) on the exam.
- See the Vice-Principal in charge of exams as soon as a conflict is discovered for accommodations due to special circumstances e.g. Religious Observances, Court Appearances, Bereavement.
- Report to the Main Office if they are late for a final evaluation, eg. examinations, performances, demonstrations. There is no obligation to provide extra time. In the case of an examination, students will not be admitted if the exam has been in progress for one hour. In cases of special circumstances or emergency, only an administrator may grant additional time.

Failure to provide the necessary documentation or obtain approval will result in a mark of zero.

IMPORTANT EXAMINATION INFORMATION

Examination Schedule

Students are asked to check their exam timetable very carefully. Plan to be at school at least fifteen minutes prior to the beginning of the examination.

Additional Time

Students with an IEP and students for whom English is a second language may be eligible for additional time on exams. Arrangements must be made ahead of time.

Photo Identification

A SAC card must be visible on a student's desk throughout the exam period. If your SAC card has been lost, you must come to the Office to obtain a new one.

Consequences of Inappropriate Student Behaviour

During written exams, students are not allowed to talk or communicate in any manner with any other student. It is the responsibility of the student to ensure that he/she has no material that could be considered as a “cheat” note. If students are found cheating on an exam, they will be given a mark of zero (0) for that exam.

Leaving an Exam

Students may choose to leave an exam after one hour. It is extremely important that students remain quiet in the hallways as other students are still writing.