

KCI Assessment and Evaluation Policy

“The primary purpose of assessment and evaluation is to improve student learning.”

(Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2012, p.6)

At KCI, there is an expectation of fair, consistent and transparent assessment, evaluation and reporting strategies. Assessments and evaluations are designed to provide students with multiple, positive opportunities to demonstrate their learning skills and work habits, and their understanding of the curriculum expectations.

All KCI assessment and evaluation policies and procedures are consistent with:

- The Program and Diploma Requirements specified in the [Ministry Guideline Ontario Secondary Schools Grades K to 12, 2011](#)
- [Growing Success](#): Assessment, Evaluation and Reporting in Ontario Schools
- [PR613](#): Academic Honesty
- [PR614](#): Evaluation of Late and Missed Assignments

Homework

Homework is given for students to review, reinforce and consolidate material introduced in class. Homework is assessed as part of the Learning Skills for the report card.

Students should:

- Make arrangements to complete assigned homework **before** returning from an absence. For example, a student absent for a field trip should arrange that a classmate collect handouts, and when possible, refer to the online classroom so that the student is prepared for the next class.
- Regularly check the online classroom platform and/or maintain contact with the teacher to find out about missed work when away from school for an extended period of time.

Tests and Assignments

Students are expected to be present in class for all scheduled tests, presentations, and assignment due dates. Tests and major assignments demand studying above and beyond regular homework. It is the responsibility of the student to make up for tests and assignments missed due to school-related activities. Students and parents must also understand that there are consequences for unexplained absences on days when an evaluation is scheduled, or when an assignment is due. Students will not be penalized for absences arising from suspensions or from school-related activities, if alternative arrangements have been made.

Students should:

- Inform their teachers regarding field trips, sports-related absences, or any scheduled appointments at least one day before the test or assignment due date to make alternate arrangements in advance.
- Provide an acceptable note from a parent/guardian or doctor to support legitimate and/or unexpected absences on the first day back after missing a test or assignment. Make up tests or assignments may be completed at the discretion of the subject teacher. The student will not be penalized when an accepted note is provided. Legitimate absences include unexpected illness or emergency.

Late Assignments

Students are responsible for completing and submitting work for evaluation on time. Teachers support students in the development of their learning skills and work habits that make them successful learners. Teachers, students and parents will work together and use a number of strategies to ensure that students complete their work and submit it on time. Suggested strategies may include:

- counseling the student and offering extra help
- setting up a student contract
- helping students develop better time-management skills
- scheduling conferences with students and parents/guardians
- referring to the student's IEP for suggested accommodations/ modifications
- providing alternative forms of assignments

Students must also understand that there are consequences for incomplete, missing and late assignments/evaluations. When a significant number of strategies have been tried, marks may be deducted up to and including the full value of the assignment. (Ministry of Education Growing Success, pg 43)

Please note that it is not always possible to reschedule tests, presentations, discussions or interviews. Opportunities to make up late assignments are given at the discretion of the teacher. Once a test or assignment has been graded and returned, it may not be possible to submit the work or to arrange for a make-up assignment.

Students should:

- Make themselves aware of each due date and ultimate deadline, which is the last opportunity to submit an assignment for evaluation.
- Advise their teacher ahead of the due date when a challenge will prevent the student from submitting work on time. The teacher will use professional judgment and consider extenuating circumstances for individual students.

Family Vacations/Voluntary Absences from School

It is expected that students and their families prioritize the importance of education by scheduling absences (i.e vacations) during non-school times. We do not recommend or encourage parents to remove students from classes as it causes a great deal of stress on the students who need to catch up on missed work; however, we recognize that this may occur. Teachers will not provide make-up work for in-class activities such as board notes, group work or class discussion, all of which are integral to the learning of the curriculum.

Students should:

- Provide a letter of notification from their parents to the Administration if they will be absent for more than 3 days for a vacation or for any other voluntary absence. The letter should be submitted 10 days prior. The note must state that the parents and the student are aware that the student is responsible for missed work and teachers will not provide make-up work.

Academic Honesty

Cheating

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assignments and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include, but are not limited to: using another student's work on a test or any other evaluation, working with others on an assignment which is supposed to be done independently, unauthorized use of electronic devices, copying and pasting work from another source (e.g. printed resources, online resources, artificial intelligence, etc.), or bringing unauthorized notes or notations into an evaluation.

Plagiarism

Plagiarism is a form of cheating and is generally categorized as 'the presentation of someone else's ideas or writings as one's own'. Examples include, but are not limited to: failing to acknowledge a source used in researching an assignment; failing to use proper citations on material directly taken from another source; completely "copying" whole sections of your own previous, or someone else's, work; using artificial intelligence tools to complete assignments where prior permission from the teacher has not been granted and/or without citing the AI source; or, purchasing an essay and handing it in as your own.

Artificial Intelligence

Artificial Intelligence (AI) is an emerging technology that is becoming a key element in the classroom and workplace. In courses where students are using TDSB-supported AI tools, their classroom teachers will provide guidance on issues such as respecting intellectual property and maintaining academic honesty. Students are expected to adhere to the individual guidelines set by their classroom teachers, whether that includes the use of AI in the classroom or whether the use is prohibited for a certain class or assignment. It is the responsibility of the student to ensure that any sanctioned use of Artificial Intelligence does not constitute an act of cheating, plagiarism and/or academic dishonesty.

Consequences of Academic Dishonesty

Cheating of any sort is a very serious issue in any academic environment. Considerable time is spent in many courses discussing academic dishonesty and how to avoid it. Therefore, there are serious consequences that can affect a student's achievement at the secondary and post-secondary level when the student is found to have been academically dishonest.

When plagiarism or cheating is suspected, it will be investigated. As part of the investigation process, students are expected to demonstrate that their work is original and that they understand the work that they have submitted. If plagiarism/cheating is confirmed by the teacher, the teacher will inform an administrator, the student, and the

parent/caregiver (when the student is under the age of 18) of the specific details and the resulting consequences. A repeated pattern of academic dishonesty may result in an escalating severity of consequences. The most serious consequences for cheating and plagiarism may be a mark of zero for the assignment / exam in question, as well as possible suspension. All students who face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to the principal/vice-principal.

Students should:

- Seek clarification from teachers about actions that constitute plagiarism.
- Seek assistance when their research skills need improvement.
- Understand the penalties for academic dishonesty and plagiarism.
- Ensure that all their work is original and that they cite sources accurately.
- Review all assignments and rubrics carefully to ensure clear understanding of the teacher's expectations.
- Keep detailed notes demonstrating the progress and evolution of their work if requested by the teacher.

Concerns about the Marks on a Test or Assignment

To ensure that students clearly understand the expectations on any test/assignment, they are encouraged to speak with their teachers before the due date. If there are concerns about assessments and/or evaluations after work is returned, there is a process in place.

Students should:

- First speak with his or her teacher directly, requesting help, information, correction or clarification.
- If further discussion is desired, a meeting will be arranged among the student, the teacher and the curriculum leader of the subject.
- In the rare circumstance where agreement cannot be reached following this process, an administrator may be consulted.

Final Examinations

Final examinations take place at the end of each semester. A timetable of examinations is provided for each student several weeks before examinations begin. Students are expected to attend all exams on time. A student who arrives late for an examination will be admitted up to 45 minutes after it begins, but will receive no extra time. No student will not be admitted if more than 45 minutes late.

Students should:

- Read their exam schedule with care and share it with parents/caregivers.
- Arrive at school at least 20 minutes before an examination is scheduled to begin.

Culminating Activities/Summative Evaluations

A culminating activity is the final evaluation in each course, and is worth 30% of the final mark in combination with the final exam. Culminating Activities may start 4 – 6 weeks prior to the end of a semester. Culminating Activities and exams carry the same importance and same attendance requirements. Thus, attendance during culminating activities/summative evaluations is mandatory.

Missed Culminating Activities and Examinations

There will be no accommodations made for students who miss their 30% culminating activities and/or final examinations for personal reasons such as vacation or work. With the exception of a medical or legal issue (for which a medical note or court note is required), all summative tests and assignments that are missed as a result of these absences will be assigned a mark of zero. This also applies to oral evaluations.

Culminating activities and final examinations that are missed due to illness or family emergency will be considered on a case-by-case basis.

Students who miss an examination and have provided approved documentation will receive their term mark in lieu of the 30% examination mark. This term mark should reflect the student's most consistent level of achievement throughout the course, although special commendation should be given to more recent evidence of achievement.

Students should:

- Have their PARENTS/CAREGIVERS inform the Main Office by telephone before the scheduled start time of an exam or culminating activity in the case of illness or a court hearing.
- Provide a medical note or other relevant documentation to the Main Office which clearly indicates the reason for missing the summative evaluation/examination. The Main Office must be contacted with the explanation within the first 48 hours of the missed exam, with documentation to follow. Failure to submit the medical/legal note will result in a mark of zero on the summative evaluation/examination.