Parkdale Collegiate Evaluation Policy for 70% Term Work

In accordance with the Ontario Ministry of Education document: Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010.

*Students must be aware that they are responsible for providing evidence of their learning within established timelines, and that there are consequences for cheating, plagiarizing, not completing work, and submitting work late.*

**Late and Missed Assignments**

Students are *responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher and in the form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late.*

*Where* ***in the teacher’s professional judgement*** *it is appropriate to do so, a number of strategies may be used to help prevent and /or address late and missed assignments, including:*

* *Providing alternative assignments or test/exams where, in the teacher’s professional judgement it is reasonable to do so;*
* *Deducting marks for late assignments, up to and including the full value of the assignment.*
* Assignments must be submitted on or before the due date, at the required times as assigned by the teacher. Students who cannot meet the deadline must communicate with the subject teacher in advance to discuss possible alternate arrangements. Special education students who have accommodations which include extended timelines should discuss expected due dates with the classroom teacher.
* Students who fail to communicate with teachers regarding late work, and submit work late may be deducted 10% per school day, up to the full value of the assignment.
* Missed assignments may receive a mark of 0. An assignment will be considered missed once it has been returned to the class. Alternate arrangements may be made in cases of extenuating circumstances (serious illness, death in family etc.). Official documentation may be required in these cases.
* A student absent for a group presentation may receive a mark of 0 unless official documentation is provided to the classroom teacher explaining the absence. In this case, the student must make alternate arrangements with the teacher for presenting.

**Unplanned Absence during an Evaluation**

* Students absent on the day of an in-class evaluation must notify the teacher immediately upon return to school to arrange for a possible make-up test or assignment date. Official documentation may be required to explain the absence. An unexplained absence MAY result in a mark of 0.

**School Sanctioned Absence:**

* Students absent from an evaluation as a result of school events (sports, school trip, school clubs or other school-sanctioned activity) must notify the teacher PRIOR to the absence in order to make alternate arrangements. In the event that the date of the absence is unknown until the last minute (as in cases of sporting event playoff games), students should follow the policy for unplanned absences as explained above (in this case a note from the supervising teacher may be required).

NOTE: Evaluation Policy for IB Diploma courses will vary according to specific information provided in each subjects’ course outline.

Parkdale Collegiate Evaluation Policy for 30% Culminating Activities

In accordance with the Ontario Ministry of Education document: Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010.

*30% of the grade will be based on the final evaluation administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an exam, a performance, an essay or any other method of evaluation suitable to the course content.*

* No student will be exempt from the final evaluation tasks. Culminating tasks must be submitted/completed on the due date at the required times as assigned by the teacher. There will be **no extended timelines provided for culminating work**, with the exception of students on IEP’s. Students who do not meet these expectations will receive a mark of 0.
* *If a student misses part or all of the culminating activity, the student will receive a 0 as a grade in the part of the culminating activity that was missed because of lack of evidence of achievement. Where the absence has been justified based on documentation received by the Principal or Vice Principal, the zero will not automatically stand. If time allows, the student will be given another opportunity to complete the missing part of the culminating activity. In those situations when time or circumstances do not allow, the Principal, in consultation with the teacher, will determine an appropriate mark. If the absence is unjustified, ie. leaving on early for a family vacation, the student will receive a mark of zero for that part of the culminating activity.*

**School Sanctioned Absence during Culminating Evaluation Activities**

* Students absent from a culminating evaluation as a result of school events (sporting event, school trip, school club etc.) must notify the teacher prior to the absence in order to make alternate arrangements. If the student fails to do this, a mark of 0 will be applied. In the event that the date of the absence is not known until the last minute (as in cases of scheduling of sporting events), the student must notify the teacher immediately upon return to the school to arrange for a suitable time to complete the missed evaluation. A note from the supervising teacher WILL be required in such a case.

**Academic Misconduct (Cheating and Plagiarism)**

**All work (term work and culminating activities) submitted and/or presented must be original. It is a violation to plagiarize** (offering the work of others as your own without acknowledgement), cheat on examinations or tests, submit work for which credit has been previously obtained in another course, forge, alter or falsify any academic record, or produce a paper, or other assignment for another student. The consequences for academic misconduct may include a grade of 0, failure in the course, removal from the course, and/or suspension from school.

NOTE: Evaluation Policy for IB Diploma courses will vary according to specific information provided in each subjects’ course outline.