



ASSESSMENT & EVALUATION POLICY/ PROCEDURES

Learning is a partnership between the school and the home and academic success is the collective responsibility of students, teachers, administrators and parents/ guardians.

In order for students to reach their full potential, they are expected to be present, prepared and responsible for their learning.

Parents/guardians are encouraged to;

- Communicate with the school regarding their child's academic progress
- Ensure their child is present and prepared for learning
- Schedule family travel and events outside of the instructional day

If a student misses an assessment, a parent/guardian **MUST** contact the school to notify the office as to the reason for the absence. Phone 549-2377

Late or missing Assignments

Students are expected to submit assignments on scheduled due dates. If the reason for missing an assignment is deemed valid, the teacher will set a new submission date.

When assignments are not submitted on time for invalid reasons, teachers will:

- Meet with the student to come up with a new due date. Parents will be notified via phone and a form will be sent home for parents to sign, stating the new deadline. If the assignment is not passed in on the new deadline, mark reduction process will be initiated as follows;

- If the assignment is passed in 1 school day after the new date, it will receive 5% deduction.
- Assignments passed in 2 days after the new date will receive a deduction of an additional 5% (cumulative reduction of 10%)
- Students not submitting assignments after 3 days of the new date will receive a zero.

Late or missed assessments (Tests, Quizzes etc.)

Students are expected to write test/quizzes on the day and time they are scheduled.

If a test/quiz is not written as scheduled;

- A zero will be assigned as a placeholder
- The students will inform the teacher of the reason for not writing the assessment.
- The teacher will inform the parent/guardian that the assessment was not written (through phone call).
- Students who miss tests/quizzes for reasons deemed valid will have a second chance to write the assessment during lunch time upon their return (or a time arranged by the teacher). A note/ phone call, from the parent/guardian, must be provided indicating a valid reason for the absence.
- When a test/quiz is not written on an assigned date for an invalid reason a second chance will be given under the following conditions; the teacher will notify the parent/guardian and the school administration and administer the test/quiz during lunchtime upon their return, and a mark deduction of 10% will be applied to the earned grade. Students with recurring instances of missed assessments will be referred for an intervention plan.
- Students refusing to complete an assessment will be referred for disciplinary action and may be given a zero.

Midterm and Final exam

Medical documentation is required when a student misses a mid-year or final exam. When medical documentation is provided, an alternate date for the exam will be set by the teacher.

Academic Honesty

It is expected that all students act in an honest manner. Academic dishonesty occurs when a student plagiarizes or cheats. Students who, through accident or

otherwise, engage in any form of plagiarizing, cheating or any form of academic dishonesty have not provided evidence of their own learning.

Teachers who suspect or have knowledge of academic dishonesty will contact their school administration and the parents/guardians of the student.

Based on consideration of the contributing factors and the professional judgement of the teacher, in consultation with the school administration, consequences will include, but are not limited to;

- Disciplinary action in accordance with the school's code of conduct
- An opportunity to complete a similar assessment with a mark reduction of 10%
- A mark of zero on the assessment

DEFINITION: VALID or INVALID

- **VALID**: Illness, medical specialist appointment, injury, hospitalization, approved educational travel or school sponsored activity. Documentation **MUST** be provided to support valid reasons. Extenuating circumstances will be considered, by administration, on an individual basis.
- **INVALID**: missed bus, slept in, skipping class, attending driving school/road test, forgetting/claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared, failure to notify school of the absence, non-medical specialist/urgent appointment or providing documentation as requested.