

## Colonel By S.S. Assessment and Evaluation Policy 2017-2018

The primary purpose of assessment is to help students learn. It is a continuous process of gathering information about student learning and performance. Evaluation is the process of judging the quality of the student work based on established criteria, and the assigning of a value to represent that quality. In determining a term or final grade, teachers will use their professional judgment based on the student's most consistent level of achievement with special consideration to more recent evidence of overall expectations.

### STUDENT RESPONSIBILITIES

- Students are expected to submit tasks by the deadline.
- Students and teachers will collaborate to establish dates/timelines for major evaluations in line with PR.584.
- Additionally, students may be required to provide a copy of their tasks in a format (digital/hardcopy) specified by their teacher.
- Students who do not submit assigned tasks by the deadline (Opportunity #1) are required to complete an alternate task (Opportunity #2) determined by the teacher to show evidence of learning by expectation.
- If there is a reason why the students will not be in class at the deadline (field trip, sports, etc.), they must make every effort to get the assignment to the teacher on time and not later than the first day back at school.
- If Opportunity # 1 is missed, students will work with the teacher to establish an alternate date, task, or assignment to meet course expectations (Opportunity #2).
- Habitual neglect of duty in this regard may result in behavioral consequences.

**ACADEMIC INTEGRITY**, evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect, is valued at Colonel By S.S.. Academic fraud is the act of presenting another person's work as one's own and is considered a serious academic offence. **Any student who commits academic fraud does not demonstrate evidence of learning.** A placeholder of Incomplete (I) OR zero (0) will be used until the student completes alternate, equivalent work.

### FINAL EVALUATIONS

- All students are required to write formal examinations and complete Final Evaluation tasks.
- It is important to note that, in the rare case, should a student miss an examination or final evaluation deemed legitimate by the Principal, and supported by documentation such as a medical certificate, the student will be required to complete the missed evaluation or its equivalent, **at a later date.**
- Students and parents should not make plans that will conflict with the examination period. Final evaluation and examination dates are clearly indicated on the school calendar, in the student planner, and on the school website.

### FRAUDULENT, LATE, INCOMPLETE OR MISSED WORK COMPLETION PROCEDURES

The following flow chart presents the procedures in place to assist students to complete missing assignments and tests. In addition to teacher and parent supports, students may be assisted by the Administration and the Student Success Teachers (SST).

