



# Prince of Wales Collegiate

## Evaluation and Assessment Policy

If assignments are to be effective, there needs to be clear communication to students related to assignment criteria and completion timelines. To ensure the academic success of all students, a two-phased approach is required:

- a. Proactive Planning and Support.*
- b. Response Protocol for assignments/assessments submitted late for valid and invalid reasons.*

### **Procedure 1: Late or Missed Assignments (Regulations 4.13-4.16)**

- a. Students are expected to submit all assignments according to the date designated by the teacher.
- b. If an assignment is not received by the deadline:
  - A zero will be assigned as a placeholder;
  - The student will inform the teacher of the reason for the late assignment.
  - It is an expectation that parents and students will utilize Google Classroom and Powerschool for notifications and updates on student marks and assignments.

If the reason the assignment is not submitted is deemed **valid**:

- Documentation to support valid reasons will be received by the teacher no later than upon student return to school
- Using effective two way communication, the teacher will inform the family of the new deadline. The new due date will be at the discretion of the teacher and determined with consideration to length and weight of the assignment.
- The teacher will inform school administration if the interventions do not successfully resolve the problem.
- Valid reasons for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, incarceration, school sponsored trip/activity, approved educational travel, or death in the immediate family.

If the reason is not submitted by the deadline is deemed **invalid**:

- The teacher will inform the student and parent through Powerschool and/or Google Classroom, and initiate a process of **mark reduction**.

If the mark reduction process is initiated, an assignment will be accepted up to three school days late. A school day will be counted, even if the student does not have the course for which the assignment is due on that day. Please note: The maximum deduction for a late assignment shall be no more than 20% of the student's final earned mark, and must not result in the student receiving a mark less than 50%.

The process is as follows:

- Assignments late by **1 school day** (passed in on the second day) will result in a 5% deduction to the final mark earned;
- Assignments late by **2 school days** (passed in on the third day) will result in an additional 5% deduction to the final mark earned (to a maximum cumulative reduction of 10%);
- Assignments late by **3 school days** (passed in on the fourth day) will result in an additional 10% deduction to the final mark earned (to a maximum cumulative reduction of 20%);
- Students not submitting assignments within **4 school days** of the scheduled due date will receive a zero.
  - A student found to have recurring incidences of late/missed assignments will be referred for an intervention plan.
  - Invalid reasons for a late assignment include: forgetting/ claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-medical/urgent appointments (i.e. hair appointment, driving lesson) or providing documentation as requested.
  - Extenuating circumstances will be considered by administration on an individual basis.

### **Procedure 2: Late or Missed Assessments (Regulations 4.17-4.24)**

a. Students are expected to write assessments (tests/quizzes) according to the date/time they are scheduled.

b. If a test/quiz is not written as scheduled:

- A zero will be assigned as a placeholder;
- The student will inform the teacher of the reason for not writing the assessment. Documentation will be required no later than upon student return to school to support valid reasons.

- It is an expectation that parents and students will utilize Google Classroom and Powerschool for notifications and updates on student marks and assignments.
- If the reason for a missed assignment is deemed **valid**, the teacher will use effective two way communication and inform the family of the assessment plan.

For those who miss an assessment for a reason deemed **valid**:

- Replacement evaluation will be offered at the discretion of the teacher. This could include:
  - Administering a second test at a date determined by the teacher;
  - Replacing the mark with an assignment grade;
  - Replacing the mark with a mark from an examination;
  - Other, at the decision of the teacher.
- Valid reasons for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, incarceration, school sponsored trip/activity, approved educational travel, or death in the immediate family. Extenuating circumstances will be considered by administration on an individual basis.

For those who miss an assessment for a reason deemed **invalid**:

- The teacher will establish effective two way communication and inform the student and parent.
- A student who does not complete the assessment due to an **invalid** reason will receive a grade of zero.
- Invalid reasons for a late assignment include: forgetting/ claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-medical/urgent appointments (i.e. hair appointment, driving lesson) or providing documentation as requested. Extenuating circumstances will be considered by administration on an individual basis.
- A student found to have recurring incidences of missed assessments will be referred for an intervention plan.

### **Procedure 3: Second Chance Opportunities (Regulations 4.29-4.36)**

- Will be provided for only end of unit assessments. Teachers will use their discretion considering two key overall parameters:
  - i) Important curriculum outcomes linked to future learning, and
  - ii) Whether students are academically at risk of failure.
  - In each circumstance, students may be required to complete prerequisites; including: completing assigned work, attending tutorials, correcting mistakes on previously assigned work, etc., as assigned by the teacher.

- The assessment provided as a second chance opportunity can be an alternate version of the original assessment or a different type of assessment as determined by the teacher. Furthermore, the new assessment may address select key curriculum outcomes from a previous assessment or may be a full assessment based on the unit of study.
- The date and time of the second chance opportunity will be determined and communicated to the family by the teacher.
- When second chance opportunities are permitted, any improvement will be reflected in a student's overall achievement.
- A review of a student's program should be initiated if second chance opportunities are required on an ongoing basis in order to be successful.