



Gander Collegiate

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Assessment, Evaluation and Reporting Policy

Gander Collegiate 2018-2019

The statements are taken directly from the Assessment, Evaluation and Reporting Policy Administrative Regulations Policy Directives document. The italicized text reflects school based policy for the regulations that require more detail.

School Administration

2.2 School administrators are key instructional leaders who must ensure structures and routines are in place to support student learning and intervention processes as needed. As part of their responsibility, school administrators will promote academic rigor* and high expectations for both students and staff.

** Academic rigor involves submitting work according to the standards set by a particular department and will include meeting deadlines and format requirements (cover page, layout, neatness, etc.) for assignments and assessments. There is a clear expectation for regular attendance and a dedication to classroom work.*

Assignment Completion (Late or Missed Assignments)

7-12 Regulations

4.13 Students are expected to submit assignments* on scheduled due dates. If the reason for missing an assignment is deemed valid, the teacher sets a new submission date and advises the parents/guardians.

** An assignment is a summative piece of assessment that must be presented to the students during class time and must allow the student time to ask questions for clarification. The bulk of this task should be done during class time. Students may be allowed to complete or edit at home but the final copy must be reflective of the work done in class. If any planning spaces or drafts were used in developing the assignment, these must be submitted with the completed work.*

Valid reasons why a student is unable to submit an assignment on the due date include:

- *Medical or dental appointment (unless out of town) should not take the entire day otherwise – **prior notice should be given***

- *Family emergency – sudden illness (family member), power outage, water issue - **parent/guardian to contact school or teacher***
- *Illness – **prior to = extra time; day of = parent/guardian to contact school or teacher and work submitted immediately upon return to school***
- *School-sponsored or personal development events (swim meets, drama, driving tests, extended family trips, Encounters Canada, band, choir). **Students should try to submit assignment prior to departure.***
- ***For absence due to any reason that, in the opinion of the principal, does not constitute neglect or refusal.***

Time Frame / Options for Submitting / Completing the Missed Assignment (Valid Reason):

- *Student and parent must be contacted.*
- *If the assignment is an in-class assignment, the student will write the class they return from being absent, providing the student has been given the pre-requisite material.*
- *The completed assignment should be submitted upon return to school but must be submitted within three calendar days.*
- *Alternate assignment given, if original already handed back, or value added to another assignment.*

4.14 When assignments are not submitted on time for invalid reasons:

- *Teachers will, in a timely manner, notify the parents/guardians that the assignment is late (through PowerSchool, email, phone call, etc.) and assign a value of zero as a placeholder until appropriate assessment/evaluation is completed;*
- *Teachers will engage in intervention strategies to the degree possible and practical;*
- *Teachers will notify their school administration if interventions did not successfully resolve the problem.*

*** Invalid reasons include, but are not limited to: forgot, lost the assignment, bus was late, out of town with friends, not finished, dog ate it, etc.**

- *Notify parent/guardian via Synrevoice or email that the student has missed or failed to submit the assignment. .*
- *Set alternate date for alternate assignment. Teachers may use a Teacher-Student contract with new assigned date for completion (signed by both parties).*
- *If student does not write alternate in-class assignment on scheduled date, a 0% is assigned.*
- *If no valid reason is given for a late assignment with a due date, the student receives a mark reduction per day (see 4.15) and a mark of 0% after three days past the due date.*

4.15 School staffs may develop a consistent school wide process for deducting marks for the late/missing work when the lateness is for an invalid reason. In these circumstances, teachers will use their professional judgement to ensure that a reduction in marks will not misrepresent the student's achievement level during a formal reporting period.

School-Wide Process for Mark Deduction:

If assignment not submitted on due date, and no previous arrangement has been made with the teacher. Days late are instructional days.

1 Day Late: 15% deduction - now 85% of original value
2 Days Late: Additional 10% deduction - now 75% of original value
3 Days Late: Additional 5% deduction - now 70% of original value
4 + Days Late: Not accepted, 0% entered in PowerSchool

4.16 When late/missing assignments are accepted, a fair and final deadline will be determined through professional collaboration and consistent school-wide practices. **This deadline should not exceed the reporting period in which the assignment was due.** Exceptions may be given for assignments which are due near the end of a reporting period.

**Missed Assessments
7-12 Regulations**

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

4.18 School administrators will oversee the establishment of school-wide guidelines regarding valid reasons for missing exams, tests and quizzes.

Valid Reasons for Missing a Test or In-class Assessment

- Medical or dental appointment (unless out of town) should not take the entire day otherwise – **prior notice should be given**
- Family emergency – sudden illness (family member), power outage, water issue - **parent/guardian to contact school or teacher**
- Illness - day of = **parent/guardian to contact school or teacher and new date determined for the assessment**
- Injury – **if unable to physically write, arrangements will be made to scribe**
- School-sponsored or personal development events (swim meets, drama, driving tests, Encounters Canada, band, choir, family trips). **Students must make alternate arrangements prior to departure.**

***** A written note or e-mail from parent must be forwarded to the teacher. The note must include the reason for the absence.**

4.19 If a student misses a test/quiz, it must be for a valid reason which is **verified by their parents/guardians**.

4.20 Schools are expected to establish a monitoring system for students who repeatedly miss tests/quizzes.

Under Review 360, teachers will record when students miss a summative assessment. This will be sent to the office and when multiple incidents are recorded contact will be made with parents.

4.21 Students who miss tests/quizzes for reasons deemed valid will be given the opportunity to demonstrate their learning on the assessed outcomes in a manner and time that is determined by the teacher. This may include, but is not limited to:

- Administering the same assessment if it is determined to be still valid;
- Administering an alternate assessment;
- Assessing the outcomes by an alternate method.

Time Frame / Options for Completing the Missed Assessment (Valid Reason):

- *The student may write the day they return from being absent, providing the student has been given the pre-requisite material. This can be scheduled during class time or after school at the teacher's discretion.*
- *Alternate assessment if original already handed back or value added to another assessment.*
- *Time frame: determined by teacher, but **not to exceed one week** after discussion with student.*

4.22 When a test/quiz is not written on an assigned date for **invalid reasons**, the teacher will notify the parent/guardian and the school administration and utilize one or more of the following responses:

- Administer the test/quiz on an alternate date;
- Assess the outcomes using an alternate method (another test/quiz or a different assessment);
- Initiate a mark reduction for the completed assessment, if consistent with school wide practices;
- Refer the student to the School Wide Student Intervention process for recurring incidences;
- Refer the student for disciplinary action (Safe and Caring School Policy) for recurring incidences.

Invalid reasons include, but are not limited to:

Forgot it was that day, slept in, wasn't prepared, went to convenience store, had a headache, queasy stomach, minor ailment that does not require staying home, or hospital visit.

Protocol When Assessment is Missed But No Valid Reason:

- *Notify parent/guardian via Synrevoice and/or email that the student has missed the assessment.*
- *Set alternate date for alternate assessment.*
- *If student does not write alternate assessment on scheduled date, a 0% is assigned.*

******Teacher may implement a mark reduction of 20% for non-valid reason.***

4.25 Medical documentation is required when a student misses a mid-year or final exam. Extenuating circumstances will be given consideration by school administration on a case by case basis.

Academic Honesty

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

- *Disciplinary action in accordance with the school's Code of Conduct (e.g. suspension from school and/or school activities);*
- *An opportunity to complete a similar assessment with a possible mark reduction as determined by the teacher and the school administration;*
- *A mark of zero on the assessment.*

Students must be informed as to what is considered academic dishonesty.

Copying information directly from another source (without correct citation) or from another student(s) is considered academic dishonesty. This is true for all subject areas and assessments, including assignments, tests, projects, and labs. If a student is guilty of academic dishonesty, he/she will be given a mark of 0%, either for that portion of the assessment or for the complete assessment. The teacher will contact the parent/guardian and bring it to the attention of the administration.

Students may be given another opportunity (after speaking with administration) to complete an alternate assessment that day or within three days).

If second chance is not completed or submitted on time, the 0% will stand.

Cell phones and smart devices (e.g., watches) must not be on the student's person during an assessment.

Second Chance Opportunities

4.36 When second chances are allowed, any improvement will be reflected in the student's overall achievement.

- *In courses where there are midterm and final exams, these are to be considered the second-chance opportunities.*
- *For courses with no exams – to be completed prior to the end of the term.*

Appeals

7.1 Schools must ensure that parents/guardians and students, when appropriate, are informed of their right to appeal decisions related to assessment, evaluation, and placement.

7.2 All decisions regarding assessment, evaluation, and placement may be appealed by a parent/guardian of a student, or by a student who is 19 years of age or older.

7.3 All appeals regarding assessment, evaluation, and student placement decisions will follow the process defined by the District's Appeal Policy (GOV-101).