

## ASSESSMENT AND EVALUATION

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.

### Students

Students rights and responsibilities are the cornerstone of academic success and include: attendance, punctuality, timely completion of homework and assignments, and academic integrity. Students are responsible for:

- Self advocacy
- Completion and submission of their own work
- Submission of required assignments on the assigned due date
- Striving for excellence
- Completion of course requirements

### Teachers

During the first week of classes in each semester, subject teachers will provide students with an outline for the course which includes a summary of the evaluation procedures.

Additionally, teachers will:

- Establish and communicate clear expectations for student work
- Inform students of due dates in a timely manner and allow sufficient time for completion
- Accommodate exceptional circumstances
- Provide timely feedback
- Provide marking schemes and rubrics
- Communicate concerns

### Parents

Parents are asked to:

- Monitor student progress
- Be informed regarding school policies, specifically:
  - Summatives
  - Exam dates
  - Academic integrity (see below)
- Communicate with the teachers on going issues and special circumstances with the school.

#### a) Attendance

Teachers utilize tests, assignments, summatives, tasks, and other evidence to evaluate and arrive at a final mark in a course. To ensure success in learning, students must be present and complete assigned evaluations. Students who are absent and or do not complete evaluated assignments, may be required to complete and submit extra work to establish an accurate measure of achievement.

#### b) Tasks

Students are expected to submit tasks by the deadline. Students who do not submit assigned work by the deadline are required to complete and submit the work. 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 certainly no later than the first day back at school.

Students will negotiate with the teacher for an alternate date, task, or assignment. Habitual neglect of duty in this regard may result in behavioural consequences.

#### c) Tests

Students are expected to be present for tests and any other in-class evaluation days. Students will be given a minimum of four calendar days notice that a major class test is to be written. Every attempt will be made to ensure that students will have no more than two major tests scheduled on the same day.

Special arrangements will be made for students with identifiable special needs that make it difficult for them to complete tests and/or examinations in the prescribed time. These students are referred to Student Services, Special Education teachers, or the Administration.

Those students who know in advance (e.g. field trip, sports event, etc.) that they will be away on the day of a test are expected to negotiate alternate arrangements with their teachers to complete the test. This must be done in advance of the test. In this case, the teachers will provide an alternate time for the student to write the test.

#### d) Examinations And Final Summative Assignments

All students are required by law to write formal examinations and summative assignments. It is important to note that, in the rare case, should a student miss an examination or summative assignment deemed legitimate by the Principal, including 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 examination dates. Summative evaluation and examination dates are clearly indicated on the school calendar, in the student planner, and on the school website.
- Students who are late in arriving for an examination will be admitted only within the first hour of the examination.
- It is OCDSB policy that no student will be required to write more than two examinations on one day. Students must report such a conflict well in advance to the Vice Principal.
- On rare occasions, students may have an exam conflict if two exams are scheduled at the same time. If this happens, the students will write their exam in a special “conflict room”. A Vice Principal will see these students well in advance to explain the procedures.

#### e) Academic Integrity

Nepean High School values academic integrity, evidence of one’s own learning through demonstration of responsibility, honesty, trust, and respect. Academic fraud is the act of presenting another person's work as one's own and is considered a serious academic offence.

Academic fraud includes:

- plagiarism
- cheating
- copying
- parent/tutor doing the work instead of student
- re-submission of previously submitted work

Any student who commits academic fraud does not demonstrate evidence of learning. The student will be required to complete equivalent work. Nepean High School's Plagiarism Policy is available in the school library and online. All students should familiarize themselves with this policy.

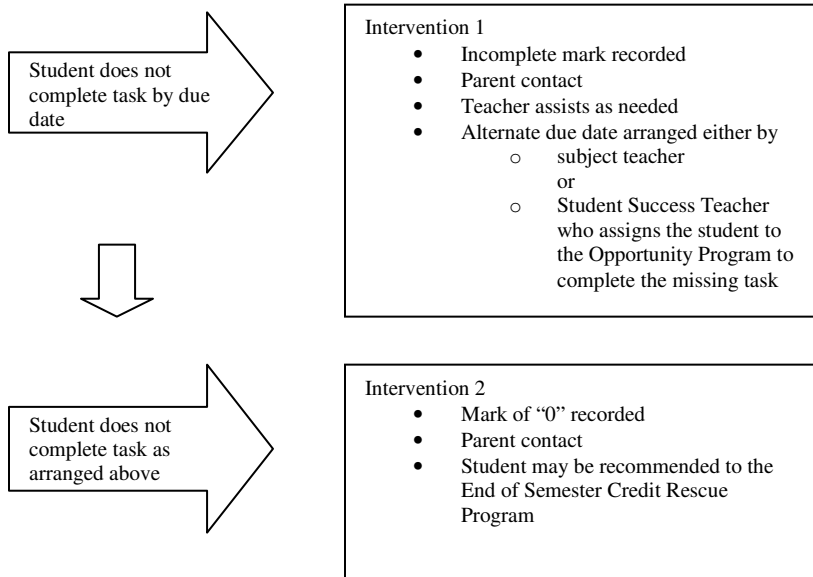
f) Consequences

Students may face consequences as a result of late, incomplete, or fraudulent work. Consequences are based on the principles of Progressive Discipline and may include:

- Parent contact
- Communication with the student's other teachers
- Assigned to the Student Support and Opportunity Program
- Referral to administration
- Referral to the Academic Integrity Tribunal. The Academic Integrity Tribunal includes an administrator, the Department Head, and a third faculty member. Consequences may include:
  - School recommendations withheld
  - Documentation of incident(s) placed in student file
  - Student placed on "Not in good standing" list
    - Removal from academic awards (e.g. honour roll, subject awards)
    - Removal from extra-curricular activities: teams, clubs, field trips, etc.
  - Suspension

## 9) 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 Teacher (SST).



### Student Supports

Students who do not complete work do not provide evidence of learning. In this case, the final grade will be affected. In order to assist students to complete work and, thereby, be given opportunities to demonstrate evidence of learning, Nepean High School provides the following two programs:

- **Opportunity Program:** This provides students with provision to complete and/or re-do tasks on the requirement of school faculty. This program operates outside of the regularly scheduled school day.
- **End of Semester Credit Rescue:** Students who may have their credit(s) in jeopardy due to missing evaluations (e.g. tests, assignments) are recommended to the end of semester credit rescue. This program provides an opportunity for students to complete missing work.