

Mealy Mountain Collegiate Assessment and Evaluation Guidelines 2018-19

The school has developed the following guidelines regarding valid and invalid reasons for missing an assessment. These guidelines will be clearly communicated to staff, students and families on an ongoing basis through a variety of media (i.e. Curriculum Night, school newsletter/memos, school website, social media, Synervoice, email, Google Classroom, etc.) These guidelines will assist school personnel in the decision-making process surrounding school assessment.

NOTE: For the 2018-19 school year, Mealy Mountain Collegiate will be participating in a pilot project to eliminate mid-year examinations. Students will still be required to write year end examinations, depending on the course.

Article 1: School Policy Regarding Valid and Invalid Reasons for Missed Assessments

- When an assessment is missed, it must be determined whether the reason for missing is valid or invalid. Notification from families that a student will miss or has missed an assessment does not mean the reason for missing the assessment will be considered valid.
- Valid reasons may include, but are not limited to:
 - illness
 - medical appointment
 - injury
 - hospitalization
 - incarceration
 - school sponsored trips/activities
 - approved educational travel
 - death in the immediate family

Note: Schools may require the submission of documentation to support valid reasons.

- Invalid reasons may include, but are not limited to:
 - forgetting/claiming to not be aware of the date of the assessment
 - refusing to write the assessment
 - being unprepared for the assessment
 - attending non-medical/non-urgent appointments (i.e. hair appointment)
 - taking trips not sanctioned by the school (i.e. vacations, tournaments etc)

- Administrators and teachers will use professional judgement in determining valid and invalid reasons for missed assessment and shall consider the frequency of missed assessments, the nature of the assessment and the timing of the assessment (i.e. end of reporting period).
- The school will develop a monitoring system for students who repeatedly miss tests/quizzes. The school will use tools such as Review 360, PowerSchool, and/or Google Forms for monitoring purposes.
- School based guidelines should emphasize the role of families and students in being proactive about providing timely notification regarding planned upcoming absences (i.e. family vacations). Schools will develop guidelines for making families and students aware of the material/assessments that they will miss and how the outcomes will be assessed in a manner determined by the teacher.

Article 2: Assessment and Evaluation Practices

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

2.1 Proactive Planning and Support

The school will use a number of strategies to help prevent and/or address late and missed assessments. It will include the following components:

- Ongoing communication by administrators and teachers to students and families regarding clear expectations of student responsibilities for the completion of assignments;
- Explaining to students the relevance and value of completing assignments for their overall achievement and as evidence of one's learning;
- Ensuring teachers assign a minimum number of relevant and engaging assignments specifically targeted to key curricular outcomes;
- Completing assessments in stages during class time where possible, with the teacher monitoring progress and providing descriptive, frequent and timely feedback to ensure a higher level of completion.

2.2 Response Protocol for Assignments Submitted Late for Invalid Reasons

If assignments are not submitted on time for invalid reasons, the school will use the following process for deducting marks. In these circumstances, the following protocol will be initiated:

1. On the day that assignment is late, notify the families that the assignment is late (through PowerSchool, email, phone call, etc.) and assign a value of zero as a placeholder until the assessment/evaluation is completed.
2. Continue the intervention process with student to ensure the work is submitted.
3. Initiate the percentage reduction process and accept an assignment up to three school days late.
4. Assignments late by 1 school day will result in a 10% reduction to the final percentage earned.
5. Assignments late by 2 school days will result in a 15% reduction to the final percentage earned.
6. Assignments late by 3 school days will result in a 20% reduction to the final percentage earned.
7. Students who have not submitted assignments 3 school days after the due date will receive a mark of 0%.
8. The percentage reduction will not result in the student receiving less than 50% on the late assessment.
9. Percentage reduction will not be applied to assessments with scores less than 50%.
10. Timely feedback is important for student learning. Assessment results will be communicated to students within ten school days, unless there is an extenuating circumstance.

2.3: Tests and Quizzes

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

If a test/quiz is not written as scheduled:

1. A zero will be assigned as a placeholder.
2. The teacher will inform the family that the assessment was not written (through PowerSchool, email, phone call, etc.).
3. If the reason for a missed assessment is deemed valid, the teacher will inform the student and family of how and when the missed assessment will be completed. Documentation may be required to support valid reasons. Extenuating circumstances will be considered by administration on an individual basis.
4. If the reason for a missed assessment is deemed invalid, the teacher will inform the student and family how and when the missed assessment will be completed, and a mark reduction will be applied. Extenuating circumstances will be considered by administration on an individual basis.
5. A mark reduction of 10% will be applied to the earned grade when missed assessments are completed.
6. The reduction will not result in the student receiving less than 50% on the late assessment.
7. Reduction will not be applied to assessments with scores less than 50%.
8. A student who refuses to complete an assessment will be referred for disciplinary action and may be given a zero.
9. A student with recurring incidences of missed assessments will be referred for an intervention plan.
10. Students will not be required to write more than two unit tests or examinations on a given day.
11. Teachers will provide students with a minimum of five school days notice in advance of end of unit assessments.

12. Summative assessments will not be administered or due immediately after a long weekend or on the first three days following a major holiday as per the NLESD School Calendar (i.e. Christmas and Easter)

Article 3: Second Chance Opportunities

Second chance opportunities will be provided for only end of unit assessments. Teachers will use their discretion considering two key overall parameters:

1. Important curriculum outcomes linked to future learning, and
 2. Whether students are academically at risk of failure.
- In each circumstance, students may be required to complete prerequisites; such as 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 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.

Article 4: Academic Honesty

It is expected that all students act in an honest manner. Lack of academic honesty occurs when a student plagiarizes or cheats. Any student who, through accident or otherwise, engages in any form of plagiarizing, cheating or any form of academic dishonesty has not provided evidence of their own learning. The following protocol will be followed to support decisions pertaining to academic honesty:

- Teachers will communicate and reinforce expectations of academic honesty with students.
- The regulations regarding cheating and plagiarism, will be clearly communicated to students and families.
- When responding to academic dishonesty, teachers will contact their school administration and the families of the student.
- When determining the appropriate response and support for the student, the school administration and teachers will consider contributing factors.
- 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.

Appendix: Sample grade reduction scenarios

Example 1: Here is what would happen to an assignment that is graded 85%

Day	1 (On time)	2 (1 day late)	3 (2 days late)	4 (3 days late)	5 (4 days late)
Grade Received	85%	75%	70%	65%	0%

Example 2: Here is what would happen to an assignment that is graded 60%

Day	1 (On time)	2 (1 day late)	3 (2 days late)	4 (3 days late)	5 (4 days late)
Grade Received	60%	50%	50%	50%	0%

*Note in example 2 that the mark reduction reduces the grade after 1 day, but is not applied on the next two days since it would result in a failing grade. An assignment not handed 3 days past the due date still receives a grade of 0%.