

Supporting Student Achievement: SWC Assessment and Evaluation Policy

The following information is in accordance with the Ontario Ministry of Education’s 2010 Assessment & Evaluation policy document titled, *Growing Success*. The full text can be downloaded at <http://www.edu.gov.on.ca/eng/policyfunding/success.html> .

A Report Card grade is determined by:

1. **All evidence collected** through observations, conversations and student products;
2. The **number of incomplete evaluations**;
3. The **evidence of achievement** that is available for each **overall expectation** in the course.

After considering the above evidence, teachers will use their professional judgment to derive a mark that accurately reflects the student’s most consistent level of achievement.

Late and Missed Assignments

Students are not only responsible for their behavior in the classroom and the school but also for providing evidence of their achievement within a time frame specified by the teacher, and in a form approved by the teacher.

Teachers will use a variety of strategies to help prevent and/or address late and missed assignments. These strategies may include but are not limited to the following:

- Asking the student to clarify the reason for not completing the assignment
- Taking into consideration legitimate reasons for missed deadlines
- Reviewing whether students require special education services
- Reviewing the need for extra support for English Language Learners (ELL)
- Helping students develop better time-management skills
- Planning for major assignments to be completed in stages
- Holding teacher-student conferences
- Maintaining ongoing communication with students and/or parents about due dates and late assignments and scheduling conferences with parents if the problem persists
- Setting up a student contract
- Referring the student to the Student Success Teacher, In School Team or Youth Counsellor
- Providing alternative assignments when in the teacher’s professional judgment, it is reasonable and appropriate to do so
- Deduct marks for late assignments, up to and including the full value of the assignments (*Growing Success*, pg. 43)

The final strategy to address late and missed assignments involves deducting marks up to and including the full value of the assignment. For **major** assignments for evaluation, teachers **may** impose mark deductions as outlined below:

For Students in Grade 9 & 10 Classes	For Students in Grade 11 & 12 Classes
➤ 5% a day with 15% of the earned mark as the maximum penalty	➤ 5% a day with 25% of the earned mark as the maximum penalty
Following attempts to support students, the teacher in exercising professional judgment, may assign a mark of zero on the assignment after the marked assignments have been handed back.	

- Students with an unverified absence may have the opportunity to make up the test/assignment upon the student’s return at a date, time and location specified by the teacher in conference with the student and/or parent (which could involve the use of lunch time, before or after school); then the teacher has the choice of applying a late penalty.

The Meaning and Use of “I”

For grades 9 & 10, the code “I” may be used in a Mark Book printout and/or a student’s report card to indicate that **due to circumstances beyond the student’s control**, insufficient evidence is available to determine a percentage mark. When used on the final report card, “I” indicates that a credit will not be granted at this time but may be completed at a later date. Teachers will use their professional judgment to determine when the use of “I” is appropriate and in the best interest of the student.

Consequences to Cheating/Plagiarizing

Students must understand that **all material** they submit for evaluation **must be their own work**. Consequences for students who **cheat or plagiarize will be** based on the teacher’s professional judgment and one or more of the following mitigating factors: 1) grade level of student; 2) the maturity of the student, 3) the number and frequency of incident, and 4) the individual circumstances of the student.

Consequences for cheating and plagiarism will be based on the factors outlined above and may include one or more of the following:

- Redoing part or all of the assignment;
- Completing an alternate assignment;
- A loss of marks;
- A mark of zero;
- Suspension.

Students who cheat or plagiarize are automatically brought to the attention of the Principal or Vice-Principal.

For Students in Grade 9 & 10 Classes	For Students in Grade 11 & 12 Classes
<ul style="list-style-type: none"> ➤ Student will complete the same (or alternate) test/assignment at a date, time and location specified by the teacher in conference with the student and/or parent (which could involve the use of lunch time, before or after school); then the teacher has the choice of applying a late penalty (see below for more details on late policies) or a maximum mark of 50%. ➤ If the test/assignment is not re-submitted, the student is accepting a zero. Please note that teachers are encouraged to enforce the re-submission of important tests/assignments because these evaluations help bridge the learning from unit to unit and provide valuable feedback to both teacher and student. Students should also be aware that a “No-Mark” is far less damaging to their grades than a “zero”. 	<ul style="list-style-type: none"> ➤ Students who cheat or plagiarize in grades 11 & 12 face an automatic zero. Students will be encouraged to complete the assignment for feedback only. <p>Note: It is only under unique circumstances that the grade 11/12 student may be given the opportunity to complete an alternate test/assignment. These circumstances are determined by the teacher.</p>