



LISGAR COLLEGIATE INSTITUTE ASSESSMENT, EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Guiding Principles – Revised March 29, 2011

Teachers are responsible for

- planning courses with a clear emphasis on expectations to provide opportunities for students to demonstrate learning;
- providing a variety of assessments and evaluations for and of learning;
- communicating with parents / guardians when there are concerns;
- informing students of due dates in advance to ensure sufficient time for the completion of assignments, tests, or tasks;
- informing students of the consequences of academic dishonesty, plagiarism, not completing work, and submitting late work;
- exercising professional judgment in determining grades in accordance with ministry guidelines, and OCDSB policies and procedures.

Students are responsible for

- taking responsibility for their own learning, i.e. completing homework, studying;
- communicating with teachers regarding academic concerns;
- completing course requirements according to curriculum expectations and school policies;
- submitting assignments by the due date specified by the teacher and in the approved format;
- producing original work of the highest quality based on individual ability;
- completing missed class work and evaluations;

Attendance

- Frequent absences and lates hinder achievement and learning.
- Parents/guardians will be contacted when issues of absenteeism and excessive lates arise.
- If students are absent, parents/guardians are expected to notify the school and provide a written note upon the student's return.
- Parents /guardians must provide written notice to the principal for extended absence.

Academic Integrity

- Students will learn what constitutes academic integrity.
- Students will be advised of the behavioural and academic consequences resulting from academic dishonesty. Examples include:
 - communicating with administration and parents/guardian,
 - forfeiting eligibility for in-school bursaries/scholarships/awards,
 - withholding letters of reference,
 - restricting participation in extra curricular activities.
- Since fraudulent work provides "zero evidence" of a student's knowledge or skills related to expectations, it will not be included for grading purposes.
- Mitigating factors will be considered eg. Grade level, maturity of the student, the number and frequency of incidents and the individual circumstances.
- Students will be given additional opportunities to demonstrate overall expectations if in the teacher's professional judgment there is not sufficient evidence.
- A mark of "0" will be assigned if the student does not produce evidence of learning within a reasonable time frame.

Missed Tests

- When students know in advance that they will be away for a test (e.g. field trip, school sports, medical appointment), they are required to tell their teacher *before* the test date.
- Students who miss a test for any reason must provide a note from a parent/guardian stating the reason for the absence and stating that the parent/guardian is aware of the missed test.
- A medical certificate is required for a missed summative or exam.
- A student's absence must be justified within two school days of returning to school.
- After missing a test, students must communicate with the teacher immediately upon their return to school. They should be prepared to write a test at that time.

Incomplete/ Unsubmitted Assignments

- Teachers will employ a range of proactive strategies to promote the timely submission of assignments.
- Assignments are expected to be submitted in class on the due date specified by the teacher.
- Before a due date, students may submit a written request for consideration of an extension. The reason for the request must be stated.
- Teachers will contact and solicit the support of parents if work is not submitted by the due date.
- If an assignment is unsubmitted without appropriate justification, a new/modified/same assignment will be assigned and a new deadline will be set as an additional opportunity to demonstrate learning.
- Subsequently, marks may be deducted if an assignment is handed in late after the due date set by the teacher. Teachers will communicate with administration in order to maintain professional collaboration and consistent school-wide practices.
- If the new deadline is not honoured, students may receive a mark of zero representing the absence of evidence of learning.
- Teachers may refer the student to Lisgar's Student Success Program.
- A student who continues to not respect deadlines and intentionally avoids evaluations will be referred to the vice-principal.
- If students do not meet their academic responsibilities, they may forfeit eligibility for in-school bursaries/scholarships/awards and letters of reference as well as participation in extra-curricular activities.

Resource Documents

Ontario. Ministry of Education. *Growing Success. Assessment, Evaluation and Reporting in Ontario Schools*. Toronto: Queen's Printer, 2010.

O'Connor, Ken. *A Repair Kit for Grading: 15 Fixes for Broken Grades*. Portland: Educational Testing Services, 2007.

---. *How to Grade for Learning*. Pearson Education, 2002.

Ottawa Carleton District School Board. "Assessment, Evaluation and Reporting of Student Achievement." Policy P.083.CUR. Ottawa: OCDSB, 28 Sept. 2010.

Educators' Resource Guide: Assessment, Evaluation and Reporting of Student Achievement – Secondary. Ottawa: OCDSB, 2008.

---. "Assessment, Evaluation and Reporting of Student Achievement." Procedure PR.584.CUR. Ottawa: OCDSB, 28 Sept. 2010.