



LISGAR COLLEGIATE INSTITUTE ASSESSMENT, EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Guiding Principles – Revised June 26, 2009

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 allow sufficient time for students to complete assignments, tests or tasks;
- exercising professional judgment in determining grades in accordance with ministry guidelines and OCDSB policies.

Students are responsible for

- taking responsibility for their own learning, e.g. punctuality, attendance;
- communicating with teachers regarding areas of academic concern;
- completing the course requirements according to curriculum and school policies;
- submitting assignments on the assigned due date;
- producing original work of the highest quality based on individual ability;
- all missed class work and evaluations;

Attendance

- Frequent absences and lateness hinder achievement and the development of learning skills.
- Parents/guardians will be contacted when issues of absenteeism arise.
- If students are absent, the parents/guardians are expected to telephone the school and provide a written note upon the student's return.
- If students must miss a number of school days, parents/guardians are expected to write a letter to the principal in advance of the planned absences.

Academic Integrity:

- Students will be informed of what constitutes academic integrity.
- Students will be advised of the range of consequences resulting from academic dishonesty.
- Administration and parents/guardians will be informed.
- Work that is fraudulent will not be included for grading purposes.
- Fraudulent work provides "zero evidence" of a student's knowledge or skills related to the expectations being evaluated.
- A mark of "0" will be assigned if the student does not produce evidence of learning within a reasonable time frame.
- Students may forfeit eligibility for in-school bursaries/scholarships/awards and letters of reference as well as participation in co-curricular activities.

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

- Assignments are expected to be submitted in class on the due date.
- 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 to ensure work is completed in a timely manner.
- Assessment and evaluation of assignments that have been submitted late will not necessarily receive the same depth of feedback.
- If an assignment is submitted late without appropriate justification, it is considered incomplete and an extension or alternate assignment will be set. If the subsequent deadline is not honoured, students may receive a mark of zero.
- A student who misses numerous evaluations will be referred to the vice-principal.
- If students do not meet their responsibilities they may forfeit eligibility for in-school bursaries/scholarships/awards and letters of reference as well as participation in co-curricular activities.

Resource Documents

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

Ontario. Ministry of Education. *Growing Success. Assessment, Evaluation and Reporting: Improving Student Learning*. Toronto: Queen's Printer, 2008.

Ottawa Carleton District School Board. "Assessment, Evaluation and Reporting of Student Achievement." Policy P.083.CUR. Ottawa: OCDSB, 13 Nov. 2007: 1-4.

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---. "Student Evaluation—Secondary Students." Procedure PR.584.CUR. Ottawa: OCDSB, December 2008.