



Waterford Valley High

Assessment and Evaluation Policy

If assignments are to be effective, there needs to be clear communication to students related to assignment criteria and completion timelines.

To ensure the academic success of all students, a two-phased approach is required:

- a. Proactive Planning and Support.
- b. Response Protocol for assignments/assessments submitted late for valid and invalid reasons.

Procedure 1: Late or Missed Take Home Assignments (Regulations 4.13-4.16)

If an assignment is not received by the deadline:

- A zero will be assigned as a placeholder;
- The student will inform the teacher of the reason.
- It is an expectation that parents and students will utilize Powerschool for notifications and updates on student marks and assignments. Teachers do not need to contact home at this time.

If the reason the assignment is not submitted is deemed **valid (see below)**:

- Documentation (email/note from parents) to support valid reasons will be received by the teacher no later than the due date or upon student return to school
- The teacher will inform the student of the new deadline. The new due date will be at the discretion of the teacher and determined with consideration to length and weight of the assignment.
- **Valid reasons** for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, school sponsored trip/activity, approved educational travel, death in the immediate family, or other reason deemed appropriate by the administration.

If the reason the assignment is not submitted by the deadline is deemed **invalid (see below)**:

- The teacher will inform the student and parent through Powerschool and/or Google Classroom, and initiate a process of **mark reduction**.

- If the mark reduction process is initiated, an assignment will be accepted up to three school days late. A school day will be counted, even if the student does not have the course for which the assignment is due on that day. Please note: The maximum deduction for a late assignment shall be no more than 20% of the student's final earned mark, and should not result in the student receiving a mark less than 50%.

The process is as follows:

- Assignments late by **1 school day** (passed in on the second day) will result in a **10% deduction**;
 - Assignments late by **2 school days** (passed in on the third day) will result in a **15% deduction**;
 - Assignments late by **3 school days** (passed in on the fourth day) will result in a **20% deduction**;
 - Students not submitting assignments within **4 school days** of the scheduled due date will receive a mark of **zero**.
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- A student found to have recurring incidences of late/missed assignments will be referred for an intervention plan.
 - **Invalid reasons** for a late assignment include: forgetting/claiming to be unaware of the date of the assignment, refusal to write the assignment, unprepared for the assignment, failure to notify school of an absence, non-medical/urgent appointments (i.e. hair appointment, driving lesson), outside employment, or failure to provide documentation as requested.
 - Extenuating circumstances may be considered by teacher (in consultation with department head and/or administration) on an individual basis.

Procedure 2: Missed Tests, Quizzes or In-Class-Assignments (Regulations 4.17-4.24)

If a test/quiz is not written as scheduled:

- A zero will be assigned as a placeholder;
- The student will inform the teacher of the reason.
- Documentation (email/note) will be required no later than the scheduled date or upon student return to school to support valid reasons.
- It is an expectation that parents and students will utilize Powerschool for notifications and updates on student marks and assignments. Teachers do not need to contact home at this time.

- If the reason for a missed assignment is deemed **valid**, the teacher will inform the student of the assessment plan.

For those who miss an assessment for a reason deemed **valid**:

- Replacement evaluation will be offered at the discretion of the teacher. This could include:
 - Administering a second test at a date determined by the teacher;
 - Replacing the mark with an assignment grade;
 - Replacing the mark with a mark from an examination;
 - Other, at the decision of the teacher.
- Valid reasons for missing an assessment deadline include: same as list for assignments above.

For those who miss an assessment for a reason deemed **invalid**:

- The teacher will inform the student and parent through Powerschool and/or Google Classroom.
- A student who does not complete the assessment due to an **invalid** reason will receive a grade of zero.
- Invalid reasons for a late assessment include: same as list for assignments above.
- A student found to have recurring incidences of missed assessments will be referred for an intervention plan.

Procedure 3: Second Chance Opportunities (Regulations 4.29-4.36)

- May be provided for only end of unit assessments. Teachers will use their discretion considering two key overall parameters:
 - i) Important curriculum outcomes linked to future learning, and
 - ii) Whether students are academically at risk of failure.
- In each circumstance, students may be required to complete prerequisites; including: 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. (For example a Midterm Exam)
- When second chance opportunities are permitted, any improvement will be reflected in a student's overall achievement (i.e. replace the lower grade).
- 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.