

SIR WILFRID LAURIER ASSESSMENT AND EVALUATION POLICY

Evaluation is a regular and vital part of the school year and the learning process. Through regular evaluation, you can measure how you are achieving in each course, relative to the curriculum expectations of achievement for the course. Most of the evaluation provided in any course is based on daily work and on assignments; there is a direct link between attendance and achievement. Additional evaluation is provided by quizzes, tests and in most courses, a formal examination at semester end. When a formal examination is not required, another form of summative evaluation is used. It is expected that all students will meet deadlines for evaluations.

The Ontario Ministry of Education states that the primary purpose of assessment and evaluation is to improve student learning. Over the course of a semester students will be given many opportunities to demonstrate that they have met the expectations of the curriculum. Many assessments of student work will be undertaken during their efforts towards improvement. Teachers will evaluate the degree to which learning expectations have been met in accordance with Ministry of Education standards and use their evaluations to generate report card marks twice a semester.

Assessing and Evaluating Incomplete, Missing, or Plagiarized Work

It is the responsibility of the student to complete all assigned work, to be present to write tests, and to be prepared for and to attend assigned presentations and summative evaluations. When the student knows that they will be absent for a test, presentation, or other assignment due date, they are expected to make alternate arrangements with the teacher before the due date. In the event that a student fails to hand in an assignment or misses a test, evaluation or presentation, the following steps will be taken:

Late or Incomplete Assignments

- If an assignment is late or incomplete, the parent/guardian will be informed and the student will be provided with a second opportunity.
- Students who are provided with a second opportunity shall complete the required assignment within five school days. If no evidence is forthcoming after five days, a mark of zero will be assigned.

Exams and Summative Evaluations

- ***Legitimate absences during summatives and examinations may only be excused with official documentation by the school administration.*** A legitimate absence is one resulting from student illness or a family emergency. An exam missed without approval by school administration will result in a mark of zero.
- Where formal examinations are held in a course, students are required to be present for these examinations. Exams are scheduled for the end of January and the end of June each year. Summative evaluations are administered towards the end of the course. Vacation and work commitments should not be made at these times in order that you will meet your school obligations.
- The teacher will inform the parent/guardian about a late or missed summative evaluation.
- Students who are unprepared to complete their summative by the assigned date will be given a second opportunity. However, because a) due dates for summative projects are known well in advance and b) summatives are normally due close to the end of the school year, ***the second opportunity provided to students to submit or present summative work will be the day after the original due date.*** In some cases, an alternate summative task may be assigned.

Academic Integrity

- In keeping with the expectations outlined in the OCDSB Character Development Program, all students are expected to produce and take credit for their own work. Fraudulent work is of no value and provides zero evidence of a student's learning.
- Fraudulent work includes, but is not limited to, copying someone else's work, cheating, citing references incorrectly, using online translators, and handing in the same assignment for more than one course.
- A student's parent/guardian will be contacted in such cases and all fraudulent work submitted will be documented and archived.

- As a preventative strategy, the Teacher-Librarian will conduct seminars on academic integrity with Grade Nine and Grade Eleven classes each year, and all subject teachers will review academic integrity expectations at the beginning of the semester with each of their classes.
- Academic dishonesty will have a behavioural consequence. Students who submit fraudulent work may be referred to Sir Wilfrid Laurier's Academic Integrity Committee where they will participate in a workshop on academic integrity, delivered within the context of the OCDSB Character Development Program.
- Upon completion of the workshop, the Academic Integrity Committee will issue a notice that the student must take back to their subject teacher.
- Students will then have an opportunity to redo the original assignment or complete an alternate task, based on a due date negotiated with the subject teacher.
- A mark of zero will be assigned if the student does not produce evidence of learning.

**Missed Tests
or
Presentations**

- Upon missing a test or presentation, the parent/guardian will be informed, and the student will be required, at the teacher's discretion, either to:
 - a) Complete the test or presentation immediately upon return to school; or
 - b) Make arrangements for a make-up; or
 - c) Write the missed test on an alternate date and time.
- If, after an additional opportunity has been agreed upon, the task is still incomplete, a mark of zero shall be assigned. In this case, the teacher will communicate this outcome to administration.
- The teacher will ensure that late and missed assignments or skipped tests used for evaluation are noted on the Learning Skills and Work Habits section of the report card.

Absence of Evidence

- A mark of zero will be applied to represent the absence of evidence after a student has been given a second opportunity to complete an evaluation and display understanding of overall expectations.