



A.Y.J. Assessment & Evaluation Policy 2016-2017

Assessment is the process of gathering information about student learning and performance from a variety of sources over time. During this process, teachers provide students with descriptive feedback that guides their efforts towards improvement. Evaluation is the process of judging the quality of student work on the basis of established criteria, and the assigning of a grade to represent that quality. The primary purpose of assessment and evaluation is to enhance student learning.

At A.Y. Jackson, we believe that student success is maximized when students, teachers and parents work collaboratively. Everyone has responsibilities in terms of enhancing student learning.

Student Responsibilities	Teacher Responsibilities	Parent Advocacy
<ul style="list-style-type: none"> • Complete all work to the best of your ability • Submit only your own work • Submit all evaluations on the assigned due dates • Communicate with teachers about upcoming absences and where necessary, make other arrangements to complete evaluations • Communicate with teachers to make alternate provisions when an evaluation has been legitimately missed due to an unexpected absence • Use effective time management strategies to balance school, work, and extra-curricular obligations 	<ul style="list-style-type: none"> • Provide appropriate assessment and evaluation opportunities • Communicate clear curriculum expectations, evaluation criteria, timelines, and due dates for all major evaluations • Assess and evaluate student progress using the Ministry achievement charts and a variety of methods • Provide timely and relevant feedback on student progress, and identify direction(s) for student improvement • Communicate regularly with parents about student achievement • Determine the final grade based on an analysis of the student's body of work and his/her most consistent level of achievement 	<ul style="list-style-type: none"> • Notify the school if your child is going to be absent AYJ: 613-836-2527 • Notify the Principal if your child will be away for an extended period of time (more than three consecutive days) • Establish clear lines of communication with teachers (Meet the Teacher Nights, Parent-Teacher Interviews, e-mail, phone calls) • Consult the school website (ayjacksonss@ocdsb.ca) and course calendars to keep informed about upcoming evaluations • Monitor your child's progress in completing homework and assignments

The following policies, implemented with professional judgment and integrity, represent the guiding principles by which A.Y. Jackson teachers will carry out the assessment and evaluation of students. Teachers will communicate to students the specific details regarding expectations, timelines and due dates for their particular courses.

Academic Integrity

Students are expected to submit their own work. Plagiarism occurs when a student presents another person's words or ideas as his/her own. Teachers will explain the procedures for maintaining academic integrity from a subject specific perspective, and clear expectations will be developed and reviewed throughout the course.

Plagiarism, and similarly cheating, will void any evidence of learning and will not be tolerated. Once evidence of academic dishonesty is discovered, the following procedures will be implemented:

- A parent will be notified and the student will be required to meet with an administrator and the subject teacher
- Depending on the nature of the infraction and evidence of previous incidents, administration will determine the appropriate behavioural consequences on an individual basis. These may include:
 - a) suspension from extra-curricular activities (e.g., student-run organizations, clubs, sports teams); and
 - b) forfeiture of eligibility for school-based scholarships, bursaries, awards and letters of reference
- The student will be required to resubmit the assignment or complete an alternate assignment or to write an alternate test on a date to be determined by the teacher

Missing or Late Submission of Major Evaluations

Students are expected to submit all evaluations and write all tests on the assigned dates. When a student fails to do so, the following procedures will be implemented:

LATE SUBMISSION OF MAJOR ASSIGNMENTS

- If unable to submit an assignment on the due date, students should negotiate other arrangements with the teacher *before* the due date – if appropriate, the teacher may allow an extension of up to five school days
- If the integrity of the original assignment is compromised by the submission of late work, the teacher may assign an alternate task (with an appropriate due date)
- Students will be given at least one additional opportunity to submit late work and the teacher will determine an alternate date and time
- A failure to submit an assignment means that the student has not provided evidence of learning. A failure to demonstrate evidence of learning could jeopardize the student's ability to earn a particular credit.
- If necessary, the teacher will contact the student's parents to support the submission of late work.

MISSED TESTS

- If students know that they will be absent for a test (e.g., field trip, sports, appointment), they should let the teacher know *before* the test date – a parent should notify the teacher if a student is ill on the day of a test

Course Summatives and Final Examinations

- Dates for summative evaluation tasks will be given before the course mid-term
- Final examinations will be administered at the end of January and June – dates are specified in the school year calendar, which can be found on the school and Board website
- A legitimate absence from a course summative or final exam is one resulting from a serious student illness or family emergency – appropriate documentation (e.g., medical note) must be provided to the Vice-Principal
- In the case of a legitimate absence, the following procedures will be implemented:
 - a) a final opportunity to meet overall expectations may be offered
 - b) if a summative is time sensitive, an alternative task may be assigned; or
 - c) the final mark may be calculated based upon the term and summative work already submitted

Minimum Course Requirements

In every course, there are a core set of curriculum expectations that students must demonstrate. Many of the expectations are embedded in key evaluation tasks (tests, assignments, presentations). A failure to complete these tasks may jeopardize a student's ability to demonstrate the course's overall expectations.

Student Supports

At A.Y. Jackson, we believe that all students can learn and experience success. The key to students achieving success and earning credits is their ability to demonstrate evidence of learning. We recognize that some students may need different types of support and may follow different paths and timelines in achieving success.

In order to assist students in completing their work and thereby demonstrating evidence of learning, we offer the following programs. Teachers may recommend students to one or both of these programs.

CREDIT INTERVENTION – provides students with provisions to complete and/or re-do major evaluation tasks. This program operates throughout the semester, outside of the regularly scheduled school day.

CREDIT RESCUE – provides students whose credit is in jeopardy (and “within reach”) with an opportunity to complete and/or re-do major evaluation tasks. This program is offered at the end of the semester and usually operates outside of the regularly scheduled school day.