



LISGAR COLLEGIATE INSTITUTE ASSESSMENT, EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Guiding Principles

Students are responsible for

- taking responsibility for their own learning, e.g. punctuality, attendance and communicating with teachers 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;
- working consistently, effectively and cooperatively to meet the requirements of each course.

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;
- monitoring the students' progress towards completion of assessment tasks and 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.

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 contact 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 Dishonesty:

- At the beginning of each semester, all teachers will inform students of what constitutes academic dishonesty.
- Students will be advised of the range of consequences resulting from academic dishonesty. Consequences will fall within the guidelines of the school code of conduct (see school planner for further reference).
- Administration and parents/guardians will be informed and a record will be kept.
- Work that is plagiarized 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. Additional opportunities to demonstrate achievement of the defined curriculum expectations will be provided in consultation with the teacher, department head and an administrator.
- A mark of "0" may be assigned if the student does not produce evidence of learning.
- 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 make alternate arrangements with 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 must be prepared to write a test at that time.

Incomplete/ Unsubmitted/ Skipped 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.
- 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, consequences may result in the assignment not being evaluated.
- A student who misses numerous evaluations will be referred to the vice-principal, who may call a conference involving parents and student support staff. The student may be directed to work at school, to serve an in-school sanction, or complete a work package during a suspension.
- Work submitted after the initial assignment has been marked and returned to the class may be considered too late for evaluation. Another opportunity to demonstrate those expectations will be provided.
- Students should note that it may not be possible to produce a replacement evaluation before the end of a reporting period.
- 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.
- Because of teachers' reporting deadlines, any work submitted after the following dates cannot be considered for that reporting cycle:

1st Semester Courses: October 29th 2008, January 22, 2009

2nd Semester Courses: April 6thth, June 15, 2009

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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