

MMR Policies and Procedures Relating to Assessment and Evaluation

I. Assignments Not Submitted by the Due Date

A. Procedure

At M.M. Robinson, we are dedicated to student success. We recognize that in order for students to reach their full potential, they need to be active participants in the learning process, meaning that they are engaged in learning activities, and that they are completing learning tasks that demonstrate their achievement of the curriculum expectations.

Teachers play an important role in promoting student success by providing students with learning tasks to promote the learning process. Teachers are expected to clearly communicate the expectations, the deadlines, and the weighting of these learning tasks. Teachers will also ensure that any necessary accommodations have been made for students with an IEP.

When students are not active participants in the learning activities of the classroom, they severely limit their chances of success. Often, learning occurs in stages that the student needs to complete to reach a final goal. If these stages are omitted, the chances of successfully completing the final goal are limited.

To promote student learning, the following interventions will occur when **a key learning assignment that has a significant impact on learning achievement** has not been completed by the recommended due date.

1. The teacher will talk to the student and encourage the student to complete the task as soon as possible. The student will acknowledge his need to complete the task. A new date will be assigned by the teacher in consultation with the student.
2. If work is still not completed, the teacher will set up a conference with the student.

During the conference, teachers will determine why the work has not been completed and whether the student needs any support in completing the assignment. Collaborating with the student, the teacher will create a final due date that is realistic and takes into consideration the needs of the student. Teachers may at this time assign an alternate assignment or request *an on the spot* demonstration of learning.

At the conference the teacher and student will fill out the "Incomplete Assignment Conference Form."

The "Incomplete Assignment Conference Form" will be submitted to Student Services after the conference.

3. Following the conference, teachers will call home to notify the parent/ guardian of the agreed upon final due date.
4. If a student has not submitted the assignment by the final due date, the student may be assigned a zero for the task. Teachers will inform the appropriate vice-principal of the zero assigned to the student. The administrator will investigate the situation. The administrator will meet with the student to address the issue of incomplete assignments.

Note: the final closure date of an assignment is the date recorded on the "Incomplete Assignment Conference Form," a date decided on collaboratively by the teacher and the student. The final closure date cannot be arranged after the final submission date (see "Final Submission Date" below).

B. Final Submission Dates

In order for students to benefit from summative learning activities at the end of the semester, there is a final submission date for all term assignments. The final submission date for term work is one week prior to the final day of classes. This submission date will enable students to focus on preparing for exams or completing summative assignments, allowing for the greatest chance of success.

C. Zeros and Calculating a Grade for Provincial Report Cards

According to "Halton's Expected Classroom Practices," zeros will be factored into the grade on all provincial (Trillium) report cards. A comment will be provided to explain the lack of evidence of student learning. A comment may include what the grades would be without factoring in the zeros.

II. Absences During Key Learning Tasks

A. Missed Tests

All tests will be completed on the day scheduled unless there is a legitimate reason not to do so; professional judgement as well as contact with the parent/guardian should be used in order to determine the legitimacy of the absence. If a student misses a test with a legitimate absence, the student and teacher are to agree upon a new time to complete the test. If a student illegitimately misses a test, the student will receive a mark of zero on the test.

B. Missed Summatives/ Exams

Thirty percent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course. The percentage grade represents the quality of the student's overall achievement of the expectations of the course and reflects the corresponding level of the achievement chart for the discipline.

The first day for the final 30% evaluations will be identified on the school's calendar of events.

- one credit courses in a semester : the first Monday of the final 4 weeks of the semester
- ½ credit courses in a semester : the first Monday of the final 2 weeks of the course
- one credit courses in a school year : the first Monday of the final 8 weeks of the school year

If a student misses a summative or an examination then a medical note will be provided, otherwise a zero will be assigned.

III. Academic Dishonesty: Plagiarism and Cheating

Academic dishonesty occurs when students present someone else's thoughts, ideas, or work as their own, or when students have an unfair advantage over other students by means which have been prohibited, for example accessing electronic devices for accessing information during an evaluation task. The goal in education is to promote student learning, so academic dishonesty is forbidden.

A. Learning Tasks

If a student has cheated on or plagiarized all or part of an assignment, whether intentionally or unintentionally, the teacher will explain to the student why the assignment contains plagiarism and how to avoid repeating the same type of mistake. The teacher will offer the student another opportunity to demonstrate learning. The teacher will also refer the student to the office where an

administrator will meet with the student to address the situation. A record will be kept of incidents of academic dishonesty. It is important to keep track of academic dishonesty in order for the school to be aware of students for whom academic dishonesty is a chronic behavioural issue. Finally, the teacher will contact the student's parents or guardians to notify them about what has transpired.

B. Translators

Using translators, human or electronic, to complete assignments and tasks in Language Studies is considered an act of academic dishonesty. Therefore, use of translators is not permitted in work relating to Language Studies.

C. Tests

If a student has cheated on a test, the student is to be assigned a mark of zero. The teacher will refer the student to the office to meet with an administrator to address the issue. The parents or guardians will be notified about what has transpired.

D. Summative Assignment

Cheating on or plagiarizing a summative assignment will result in a zero being assigned to the student. The teacher will refer the student to the office to meet with an administrator to address the issue. The parents or guardians will be notified about what has transpired.

E. Final Exam

Cheating on an exam will result in a zero being assigned to the student. The teacher will refer the student to the office to meet with an administrator to address the issue. The parents or guardians will be notified about what has transpired.