

Title: Assessment of Academic Progress

Policy No. F1005

Category: Instruction

1. PURPOSE

To establish the principles and responsibilities for the assessment of student work in regular studies courses and delineate student responsibilities when completing work used to calculate course grades.

2. DEFINITIONS

Academic competency - Evidence-based assessment of academic knowledge, skills, practices or abilities.

Assessments - Include, but are not limited to, examinations, tests, papers, essays, projects, portfolios or participation used to evaluate student progress.

Extenuating circumstances - Compassionate and exceptional circumstances beyond a student's control that significantly affect a student's ability to meet requirements of a course. Such circumstances may include those related to a student's physical or psychological health verifiable and documented by an appropriate professional.

Education Council – Internal body whose role and responsibilities are defined by the provincial College and Institute Act.

Instructor - Individual or team responsible for providing instruction and evaluation in a credit/regular studies course, and assigning the final grade in that course.

Relative weighting - Value of each assessment towards the final grade.

3. POLICY

Purpose of assigning grades in regular studies courses

3.1. Grades reflect an assessment of academic competency in the knowledge, skills, practices or abilities outlined in the course objectives. Grades are used by institutions to permit or restrict access to other courses, to permit or restrict entry into academic programs and to grant academic credentials.

The following principles shall govern the design and administration of assessments of students in regular studies courses:

3.2. Assessment methods should reflect discipline standards and course learning outcomes.

- 3.3. Instructors shall evaluate students using a variety of assessment methods that are scheduled throughout the term.
- a. Prior to the final withdrawal date in each term, Instructors shall have returned to students graded assessments representing no less than 15% of all assessments. Additionally, prior to the last day of classes, instructors shall have returned to students graded assessments representing no less than 50% of all assessments. Deviation from this standard requires the approval of Education Council.
- OR
- b. Instructors of courses involving internships, practica, placements or S/U-grading shall provide to students documented feedback regarding their progress throughout the assessment period.
- 3.4. The relative weighting of each assessment and the relative weighting of each component within an assessment method should be clearly communicated to students.
- 3.5. Changes to assessments during the course, or the relative weighting of these assessments, should be avoided. Where they cannot be, these changes must be clearly communicated to students well in advance of the due date or test date.
- 3.6. Responsibilities of instructors when designing and administering assessments of students are to:
- a. Provide students with all relevant information relating to assessments, including but not limited to, types of assessments, due dates, approximate exam dates and relative weightings of assessments;
- b. Describe any penalties for late assignments in either the course outline or the specific description of the assignment;
- c. Grade and return assessments in a timely manner reflective of department practices;
- d. Maintain accurate records of student progress and retain these records according to the College-approved retention schedule.
- 3.7. Responsibilities of students when completing work that will be used in calculating course grades are to:
- a. Meet course requirements, including but not limited to assignments, reports, exams, class participation;
- b. Know the expectations and requirements of a course or ask for clarification in a timely manner;
- c. Meet assigned deadlines and write exams on scheduled dates;

- d. Inform the instructor immediately if any assignment deadline or exam date cannot be met due to extenuating circumstances and to provide appropriate documentation to demonstrate those extenuating circumstances;
- e. Retain copies of submitted assignments in case their work is misplaced;
- f. Retain copies of returned assignments in case they wish to dispute a grade;
- g. Produce graded work in accordance with Policy F1004 – Code of Academic Conduct.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, Academic & Provost.

Chair, Education Council

Amended: January 21, 2014
 February 2, 1987

Approved: January 20, 1975