

Westlane Secondary School Assessment and Evaluation Policy

A Report Card grade is determined by:

1. **All evidence collected** through observations, conversations, and student products
2. **The number of incomplete evaluations**
3. **The evidence of achievement** that is available for each **overall expectation** in a course

After considering the above evidence, teachers will use their professional judgment to derive a mark that accurately reflects the student's most consistent level of achievement.

The Meaning and Use of "I":

For grades 9 & 10, the code "I" may be used in place of an overall grade to indicate that, **due to circumstances beyond the student's control**, insufficient evidence is available to determine a percentage mark. When used on the final report card, "I" indicates that a credit will not be granted at this time but may be completed at a later date. Teachers will use their professional judgment to determine when the use of "I" is appropriate and in the best interest of the student.

Late and Missed Assignments

Students are responsible for their behaviour in the classroom **and** for providing evidence of achievement in the time frame and form specified by the teacher.

Teachers will use a variety of strategies to help prevent and/or address late and missed assignments. These strategies may include (but are not limited to) the following:

- asking the student to clarify the reason for not completing the assignment
- taking into consideration legitimate reasons for missed deadlines
- reviewing whether students require special education services
- reviewing the need for extra support for English language learners
- helping students develop better time-management skills
- planning for major assignments to be completed in stages
- holding teacher-student conferences
- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists
- setting up a student contract
- referring the student to the Student Success teacher, team or Youth Counsellor
- providing alternative assignments when, in the teacher's professional judgement, it is reasonable and appropriate to do so
- deducting marks for late assignments, up to and including the full value of the assignment

For Students in Grade 9 & 10 Classes	For Students in Grade 11 & 12 Classes
5% a day – with 15% of the earned mark as the maximum penalty	5% a day – with 25% of the earned mark as the maximum penalty
Note: Once the teacher has evaluated and returned an assignment to the class, a mark of zero may be assigned.	

Missed Evaluations Due to Unverified Absences (e.g., Truancy)

All evaluations missed due to unverified absences will automatically receive a mark of zero.

Consequences of Cheating/Plagiarizing:

Students must understand that **all material** they submit for evaluation **must be their own work**.

Consequences for students who cheat or plagiarize will be based on the teacher’s professional judgment and one or more of the following four factors: **(1) grade level of the student, (2) the maturity of the student, (3) the number and frequency of incidents, and (4) the individual circumstances of the student.**

For Students in Grade 9 & 10 Classes	For Students in Grade 11 & 12 Classes
<p>Students who cheat or plagiarize are automatically sent down to see the Principal or Vice-Principal.</p> <p>The student will receive a mark of zero or at the teacher’s discretion be given the opportunity to complete an alternate assessment at a time and location specified by the teacher and administrator. In this case, the teacher may choose to assign a maximum mark of 50%.</p> <p>Students will be encouraged to re-submit important tests/assignments, regardless of the mark assigned, so that they may benefit from feedback and continue learning.</p>	<p>Students who cheat or plagiarize in grades 11 & 12 receive an automatic zero.</p> <p>Students will be encouraged to complete the assignment for feedback only.</p>

Note: The above policy is in accordance with the Ministry of Education’s *Growing Success* document which can be found online at <http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>.

Dear Parent/Guardian,

Please sign below to indicate that you have read the above information. The homeroom teacher will return this form to your child so that you have it for further reference.

Student Name

Parent/Guardian Signature