

Sir Robert Borden High School

Guiding Principles for Assessment and Evaluation

The primary purpose of assessment and evaluation is to improve classroom instruction, program delivery and student learning. Assessment and evaluation of learning nurture self-esteem by providing plans for improving and enriching student performance and achievement. Students' marks should reflect achievement of the course expectations. Students must assume responsibility for their school work. Task completion is an important life skill and learning strategy.

Teachers, parents and students will work together to develop the necessary learning skills in the areas of initiative, responsibility, organization, collaboration, self-regulation and independent work. Student achievement will be communicated informally (e-mail and telephone) and formally (Progress Reports and Provincial Report Cards). Each student is given clear direction for improvement and success through descriptive feedback.

Sir Robert Borden High School teachers believe communication among all stakeholders is an integral component which promotes excellence in student learning.

It is the role of the student:

- To attend class regularly
- To be present for evaluations on the predetermined date
- To submit required assignments on the assigned due date
- To complete and submit their own work
- To take advantage of feedback provided by the teacher on student achievement
- To provide timely, accurate and honest work

Teachers will:

- communicate assessment criteria in advance of the learning cycle
- develop assessments and evaluations that are varied in nature
- coach students through multiple opportunities to act on feedback regarding learning skills
- work collaboratively with students to determine next steps for improvement
- design tasks to ensure students have ample opportunity to exhibit understanding of overall course expectations
- monitor the students' progress towards completion of assessment tasks and communicate with parents when there are concerns
- determine levels of student achievement using marks based on the four achievement categories and levels of achievement described in the Ministry curriculum documents
- when determining a final grade, use professional judgment to determine the full range of student learning and achievement, based on the student's most consistent level of achievement with special consideration to more recent evidence of overall expectations

Students' work will be evaluated according to the following four categories:

- Knowledge & Understanding
- Thinking
- Application
- Communication

Guidelines for Missed or Delayed Evaluations, and for Academic Dishonesty

Students are expected to attend school regularly and to submit assignments within the timeframe specified by the teacher. Students who miss assignments for any reason must follow the following procedures:

1.1 In-Class Assessment/Evaluation (tests, quizzes, presentations, performance assessments, etc.)

| Nature of Infraction | Resultant Action |
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| Prior knowledge of a missed assessment/evaluation (for reasons such as appt., school activity, etc.) | <ol style="list-style-type: none"> 1. Inform your teacher prior to the evaluation. 2. Your teacher will set a new date for the evaluation. 3rd party justification (e.g. a medical certificate) may be required. |
| Personal illness or family emergency on the day of the assessment/evaluation | <p>Student Action</p> <ol style="list-style-type: none"> 1. Your parent/guardian should contact the teacher by telephone, voice mail or e-mail indicating the reason for your absence. 2. Upon your return to school, you must provide your teacher a note from your parent/guardian stating the reason for your absence and acknowledging the fact that an evaluation was missed. When this note is received, your teacher will set a new date for this evaluation, or an alternate evaluation will be assigned. <p>Teacher Action</p> <ol style="list-style-type: none"> 3. The teacher will communicate with the student and parents/guardians regarding the absence. 4. The form and time of an alternate evaluation will depend on the circumstances involved and the grade of the student. Expectations will increase as the student progresses towards graduation. |
| Unexcused absence or skipped assessment/evaluation | <p>Student Action</p> <ol style="list-style-type: none"> 1. The student who does not demonstrate their achievement of the overall expectations by the 'additional opportunity' date will be assigned a mark of zero. A mark of zero will be |

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| | <p>used as a placeholder until the evaluation is completed.</p> <p>2. Students who miss one or more subsequent tests in a subject will have a personal meeting with the teacher and the Vice-Principal.</p> <p>Teacher Action</p> <p>3. Teachers will immediately inform parents/guardian by telephone, voice mail or e-mail when the student has missed or skipped a test. The appropriate Vice Principal will be informed.</p> <p>4. If a teacher has insufficient evidence of learning, this information will be communicated with the parents prior to the following report card going home.</p> |
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1.2 Other Evaluations (essays, assignments, lab reports, projects, etc.)

All assignments have a due date. Due dates are announced when the assignment is given. Assignments are expected to be submitted at the beginning of class on the due date.

The consequence for not adhering to due dates or to other criteria includes:

| Nature of Infraction | Resultant Action |
|-----------------------------|---|
| Late Assignments | <p>1. Should an assignment be handed in after the original assignment has been returned, the student will be allowed to complete an alternate assignment. Otherwise, a zero will be assigned.</p> <p>2. Zeroes will be used as placeholders for assignments not handed in. The zero will remain until the teacher has further evidence of learning, and then the replacement mark will be entered.</p> <p>3. If there are mitigating circumstances, students will be given an additional opportunity to turn in the assignment. Then if the assignment is still late, a deduction of 10% per day up to a maximum of 5 school days may be assessed against late assignments. After 5 school days, the assignment may no longer be accepted, in which case, a zero will be assigned.</p> <p>Teacher Action</p> <p>4. Due dates will be announced and posted. Teachers will monitor the students' progress towards completion of assessment tasks and will communicate with parents when there are concerns</p> |

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| | <p>5. A telephone message, voice mail or e-mail to parents after the assignment is late will occur.</p> |
| <p>Plagiarism and Cheating</p> | <p>Teacher Action</p> <p>Students will be informed by the administrative team during beginning of semester grade assemblies of what constitutes plagiarism and cheating. This will be reinforced by classroom teachers at the beginning of the semester. Students will learn of the differentiated expectations for them by grade level (i.e. expectations for grade 12 students are greater than for grade 10 students).</p> <ol style="list-style-type: none"> 1. An Academic Integrity Panel will determine consequences for academic dishonesty. 2. The Academic Integrity Panel will consist of 4 teachers from a variety of departments and a Vice-Principal or Principal. The panel will not include the class teacher of the student. 3. Teachers will use a variety of methods, including Turn-it-in software to determine if a student has plagiarized an assignment. If a teacher determines that a student has cheated, parents will be notified and the student will be referred to the Academic Integrity Panel for sanctions. 4. Sanctions will vary depending on the circumstances, frequency of the infraction, and the grade/age/maturity of the student. Sanctions could include, but are not limited to: <ul style="list-style-type: none"> • offering an apology • removal of the privilege of having letters of reference written for a student 5. A letter may be placed in the student's file. This letter will be removed once the student has shown evidence of trustworthiness - a character trait supported by SRB. 6. Should one student utilize the work of another with both students' knowledge, then both students will come before the panel. <p>Student Action</p> <p>Students will be given an additional opportunity to demonstrate achievement on the overall expectations when, in the teacher's professional judgment, there is not sufficient evidence.</p> |

2. Report Card Grades

As previously stated, in determining levels of student achievement, marks will be based on the four achievement categories and levels of achievement described in the Ministry curriculum documents.

1. In determining a term grade, professional judgment will be used based on the students' most consistent level of achievement with special consideration to more recent evidence of overall expectations. Teachers will collect evidence of student achievement for evaluation over time- from three sources-observations, conversations and student products.
2. If there is insufficient evidence for reporting mid-semester grades, prior to issuing the report additional communication with the student, parents, teacher and administration will take place.
3. Final report grades are determined based on 70% of the grade coming from term work and 30% coming from two or more summative evaluations.

3. Final Exams

1. Students who miss final exams with reasons that are deemed to be legitimate by the Principal and are supported by documentation such as medical certificates will be required to complete the missed evaluation or its equivalent **at a later date determined by the school administration.**
2. Students who miss the final exam with previous notification to the Principal, shall receive a zero for the summative portion of the grade on the final Report Card until they write the exam on the last Friday morning before school starts the following September.(the date determined by the administration)
3. The Principal will invigilate these exams and evaluate them according to a rubric provided by the teacher of the course in which the student missed the exam. At that time the grade the student attains will be entered and it will replace the zero that was the placeholder.

SRB Leadership
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