

# Hillcrest High School

## Assessment, Evaluation and Reporting of Student Achievement

### Guiding Principles

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The primary purpose of assessment and evaluation is to improve student learning and the classroom program. Assessment and evaluation nurture self-esteem by providing plans for improving and enriching student performance.

Course outlines, including expectations for Assessment and Evaluation, will be provided to all students at the beginning of each semester. The weighting of marks for any particular course is determined in accordance with the requirements of Ministry guidelines and the characteristics of the course.

#### **Students are responsible for:**

- Completing the course requirements;
- Completing and submitting their own work;
- Submitting required assignments on the assigned due date;
- Producing work of the highest quality based on individual ability.

#### **Teachers are responsible for:**

- Providing a range of assessments and evaluations that will enable students to demonstrate their level of achievement;
- Monitoring the steps and processes involved in producing assignments, tests, and tasks to ensure individual accountability;
- Informing students of due dates in advance to allow sufficient time for students to complete an assignment, test or task;
- Using careful planning, with a clear emphasis on course expectations to provide opportunities for students to demonstrate learning.
- Giving timely feedback on assignments that enables students to improve before subsequent assessment or evaluation tasks.
- Consulting the Individual Education Plans for instructional and assessment accommodations.

## **Attendance and Student Achievement**

- Irregular attendance hinders achievement and the development of learning skills. Parents/guardians will be contacted when issues of absenteeism arise. Parents will be asked to account for the absences.
- All absences from an evaluation (e.g. illness) must be explained by a parental note or medical certificate submitted to the classroom teacher. A student's absence must be justified within two (2) days of return to school.
- When students have missed or failed to complete an evaluation task, teachers will follow procedures according to OCDSB Procedure PR.584.CUR Attachment 1. (Available on the board website at [http://www.ocdsb.ca/PDF%20files/Policies\\_and\\_Procedures/Procedures/PR%20584%20CUR%20Std%20eval%20sec.pdf](http://www.ocdsb.ca/PDF%20files/Policies_and_Procedures/Procedures/PR%20584%20CUR%20Std%20eval%20sec.pdf))
- Expectations regarding attendance and the link to student achievement will be communicated to students and parents at the beginning of each semester.

## **Missed In-Class Evaluations (e.g. test, quiz, presentation, performance task, etc.)**

- When students know in advance that they will be away for an evaluation (ex. Field trip, school sports, medical appointment), they are expected to make alternative arrangements with their teacher before the evaluation date.
- Upon missing an evaluation, students are expected to communicate with the teacher immediately upon return to school in order to make arrangements with the teacher for a make-up test or an alternative task or assignment.
- Students must be prepared to complete this evaluation immediately upon their return to school (even if it is the same day). Students must note that it may not be possible to design and mark a replacement evaluation prior to the end of a reporting period. In the meantime, teachers will use their professional judgement to estimate the degree to which students have achieved the expectations.
- At the discretion of the teacher, an "Incomplete" may be considered if expectations will be covered through other evaluations.

### **Missed or Incomplete Assignments**

- Assignments are expected to be submitted in class on the due date. Students may submit a written request for consideration of an extension. A Hillcrest High School Recovery Contract is available from each student's subject teacher or from the main office.
- If an assignment is submitted late without appropriate parent/guardian justification, the parent/guardian will be contacted. Students who miss an assignment, particularly early in the semester, will have a second opportunity to demonstrate learning prior to the end of the semester.
- The student who misses numerous evaluations will be referred to the vice-principal, who may call a case conference involving parents and student support staff, ask the student to work at school, serve an in-school sanction or assign a suspension with a work package.
- In most cases, work submitted after the initial assignment is marked and returned to the class is considered to be too late for evaluation, and will be assigned an incomplete. Students will be given an opportunity to demonstrate expectations; however, students must note that it may not be possible to produce a replacement evaluation prior to the end of a reporting period.

### **Academic Dishonesty**

- In all classes, teachers will inform students of what constitutes academic dishonesty at the beginning of each semester. Students will be advised of the consequences of academic dishonesty and directed to the planner for further reference. See Academic Ethics and Academic Expectations.
- Consequences will fall within the guidelines of the school code of conduct.
- 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 according to a scale of consequences.
- A mark of "0" may be assigned if the student does not produce evidence of learning.
- Cheating on exams will result in a mark of "0"

## EXAMINATIONS AND REPORTS

A summative component and a final examination is part of most course programs.

**Examinations:** Formal examinations are held at the end of each semester (January and June). Examinations this year will be written from January 25<sup>th</sup> - 29<sup>th</sup> 2010 and from June 17<sup>th</sup> - 23<sup>rd</sup> 2010. Parents and students should not make plans which would involve a student being absent during these periods, since special examinations will not be set for students who are absent.

Although the examinations will be a significant factor in a student's evaluation, we cannot over-emphasize that a student's efforts and term work bear great weight in calculating the year's final standing. Students who are unable to write examinations for medical reasons must submit a medical certificate indicating the nature and duration of the illness. On the basis of this certificate, the school administration will study the student's record and progress and submit an aggregate mark where applicable. Students will not be excused from exams for family holidays or trips.

**Completion of a Course:** Should a student fail a course, there are five alternatives available to compensate for such a failure:

- Ø attend a make-up course at summer school
- Ø repeat the subject at the same grade and level of difficulty
- Ø discontinue study of the subject and select an alternative (except in required subjects)
- Ø repeat the subject at a different level of difficulty
- Ø complete the course through the Credit Recovery Program, where possible

**Reports:** The school reports the student's progress four times a year. The dates are (Nov., Feb., April, June).

At the end of the school year, every student's record is reviewed by the school faculty, and the promotion decision is reported to the student and his/her parents on the final Report Card.

**Records:** Assessment of a student's programme and levels of achievement for the purposes of employment or further education are made on the basis of the transcript which is Section C of the Ontario Record System. Students also must be aware of the importance of this record and the necessity that it reflects the highest levels of achievement which they are capable of reaching.