LOCKERBY COMPOSITE SCHOOL
ASSESSMENT AND EVALUATION POLICY 2018 - 2019

The primary purpose of assessment is to improve student learning. The goal of this policy is to provide consistent and transparent guidelines for staff, students, and parents/guardians. Specifically, this policy is meant to provide clarity with regards to responsibilities and procedures in three main areas:

1) Assignment Policy

Student Issue/Question	Action
What if I hand in my assignment after the due date range?	The mark deduction will be: • 10% if handed in one day after the range; • 25% if handed in two days after the range; • 50% if handed in three days after the range; • On the fourth day after the range, a mark of zero will be assigned.
What if I know I will be absent (e.g. appointment, sports, field trips, etc.) on the last day of the due date range?	Assignments will be accepted after the due date range. They will be considered late and consequences applied, as per the previous issue/question. In order to avoid any consequences, a student should hand-in their assignment prior to their planned absence.
What if I have an unplanned absence (e.g. sick) on the last day of the due date range?	A reason for the absence will be given to the main office by a phone call on the day of the absence. The student must provide a doctor's note within 48 hours, if they fail to call the office to inform them of their absence.
What if I skip class on the last day of the due date range?	The assignment will not be accepted and a grade of zero will be assigned.

2) Test/Evaluation Policy

Students are expected to be present for **all** test/evaluation dates. If a student knows prior to the test/evaluation date that he/she will be absent (i.e. school related activity, vacation, etc.), the student is required to notify the teacher as soon as possible and arrangements will be made for an alternate test/evaluation date at the teacher's discretion. Otherwise, the student will be required to write an alternative test/evaluation on the day he/she returns to school. If the student is truant for the test/evaluation, he/she will be awarded a mark of zero and will be referred to administration. In the event of an illness, it is the guardian's responsibility to notify the Main Office **and** the teacher regarding the illness the morning of the test/evaluation. If prior communication does not occur, a doctor's note **must** be provided within 48 hours of the scheduled test/evaluation, or the student will receive a mark of zero.

In the event that a student habitually misses tests/evaluations on their scheduled dates, he/she will be referred to administration. In a case where absences are deemed to be invalid or excessive, a test/evaluation mark of zero may be assigned.

3) Examination/Final Evaluation Policy

In the event that a student misses a examination/final evaluation due to illness (doctor's note required), bereavement, or other circumstances approved by administration, he/she **must** write the examination/final evaluation at another pre-arranged time. Should the student be unable to write the examination/final evaluation, the examination/final evaluation mark will be an estimated mark. In order to maintain fairness and equity to all students, this estimated mark will be determined based on the average examination/final evaluation mark of students at the same achievement level (i.e. students within 5% of his/her mark). Under no circumstances will students be awarded their term mark in place of their examination/final evaluation mark.

Student Signature Date Parent Signature Date