



LOCKERBY COMPOSITE SCHOOL ASSESSMENT AND EVALUATION POLICY

2026 – 2027

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 regard 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. appointments, 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 will be applied, as per the previous issue/question. In order to avoid any consequences, students should hand in their assignments 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, email, or by Edsby submission, on the day of the 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, and adhere to Lockerby Composite School's *Academic Honesty and Integrity Policy*. If a student knows prior to the test/evaluation date that they will be absent (i.e. school related activity, excused absence as defined by the *Enrolment Register*, 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 they return to school. If the student is truant for the test/evaluation, they will be awarded a mark of zero and will be referred to administration. In the event of an illness, it is the parent/guardian's responsibility to notify the Main Office and the teacher regarding the illness the morning of the test/evaluation. In the event that a student habitually misses tests/evaluations on their scheduled dates, they 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 an examination/final evaluation due to illness, bereavement, or other circumstances approved by administration, they must write the examination/final evaluation at another pre-arranged time, while adhering to Lockerby Composite School's *Academic Honesty and Integrity Policy*. 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 Name (please print)

Student Signature

Date

Parent/Guardian Signature

Date