

Policy No. & Title: A131: EVALUATIONS*Effective:* 2016-09-28*Next Review:* 2021-09-28*Policy Sponsor:* Senior Vice-President, Academic*Ref Cttee:* College Council*Approvals:* 1992-06-01/CC-91-15), 2004-05-26/CC-03-08, 2005-06-22/CC-04-09 **name change only**, 2007-05/23/CC-06-07, 2009-04/15/CC-08-06, 2011-02-16/CC-10-05, 2013-06-19/CC-12-09, 2016-09-28/CC-16-01

1. PURPOSE

The purpose of this policy is to outline the process governing methods of evaluations in all post-secondary credit courses.

2. DEFINITIONS

Evaluation: A formal measurement of student learning that may include, but is not limited to, any examination, test, culminating assignment or project.

3. THE POLICY

Evaluations are an essential tool to the learning process. Evaluations provide an opportunity for students to demonstrate their mastery of the materials taught in a postsecondary program. There are various types of evaluations that range from quizzes, projects and examinations. These are administered in compliance with the Course Information Sheet and the academic calendar and also apply to those programs that have received an exception to the academic calendar.

This Policy shall be interpreted and applied in accordance with guidelines and directives on accessible education published by the Ontario Human Rights Commission. Requests for academic accommodations from students with disabilities and other protected groups will be meaningfully considered when they arise.

3.1. Evaluation Schedule

3.1.1. Evaluations are administered in a course throughout the term of a postsecondary program in compliance with each courses' Course Information Sheet (CIS).

3.1.2. Evaluations may consist of projects, quizzes and exams.

3.1.3. Students' grades will be based on their mastery of the course material as identified in the Course Information Sheet and based on the weighting of each evaluation toward the final grade.

3.2. Final Evaluation (Examination) Schedule

3.2.1. Final evaluations shall be administered only during the scheduled evaluations period at the end of a semester in a standard semester or during the last two class meetings in a non-standard semester.

- 3.2.2. There shall be no more than one final evaluation per course. This does not preclude a final evaluation composed of separate theoretical and practical components being administered at different times during the evaluation period.
- 3.2.3. Normally, only two final evaluations per student per day shall be permitted.
- 3.2.4. The scheduling of final evaluations (examinations only) and the appropriate notification for students will be coordinated between Resource Planning and the schools.
- 3.2.5. See College Policy A102 for information on policies governing the Academic Calendar - Post-Secondary Programs.
- 3.3. Pedagogy of Evaluation – To Support a Student-Centered Philosophy
 - 3.3.1. If there is no evaluation during the **final evaluation** (examination) week, then no combination of evaluation methods worth more than 25% of the final grade in a course shall be assigned during the last two weeks of classes.
 - 3.3.2. No final evaluation administered during examination week shall be worth more than 40% of the final grade in a course.
 - 3.3.3. Exemptions required to comply with external accreditation / professional organization's requirements may be sought under section 3.6.
- 3.4. Interrupted Evaluations

If there is an interruption when half of the evaluation time is complete, the evaluation will be marked and pro-rated. If less than half of the evaluation time is completed, the evaluation will be rescheduled.
- 3.5. Missed Evaluations

If a student misses an evaluation due to exceptional circumstances (e.g. serious illness, bereavement, or religious accommodation) an opportunity may be provided to reschedule the missed evaluation items.

 - 3.5.1. If prior notification is not provided, the student must provide the Professor of Record with a reason(s) for the absence, accompanied by documentation, where appropriate, as soon as possible (e.g., within one week of the missed evaluation) before consideration for this opportunity may be given for a missed evaluation to be rescheduled.
 - 3.5.2. Where rescheduled opportunities are made available these should be provided as soon as possible after the original date depending on the circumstances.
 - 3.5.3. Evaluations Worth 25% or More of the Final Grade
 - 3.5.3.1. As with section 3.5, immediately upon return from the absence, the student is responsible for submitting a written request for a rescheduling opportunity to the Professor of Record. This request must state the reason(s) for the absence and be accompanied by appropriate supporting documentation.
 - 3.5.3.2. A fee, established by the Office of the Registrar annually, shall be paid for this rescheduling opportunity. Proof of payment must be presented before the rescheduled evaluation will be assessed.

3.5.4. Evaluations Worth Less Than 25%

3.5.4.1. The Professor of Record is responsible for ensuring that appropriate records are maintained for evaluations worth less than 25% and for the appropriate implementation of this policy where a student has missed an evaluation.

3.5.4.2. No fee will be applied.

3.6. Exceptions

Should exceptions to this policy be required to satisfy external or partnership situations or other extenuating circumstances, a request including rationale shall be submitted to the Senior Vice-President, Academic for consideration.

3.7. Responsibility for the Evaluation Structure

The Senior Vice-President, Academic, is responsible for maintaining the Procedure for conducting evaluations as may be required to implement or support this policy. For ease or reference such Procedures are posted in the College Policy Manual adjacent to this policy and may be updated by the Senior Vice-President, Academic.

4. REFERENCES

College Policy:

A101: [Accommodation of Applicants and Students with Disabilities](#)

A102: [Post-Secondary Academic Calendar](#)

A105: [Academic Standing](#)

A112: [Course Grade System](#)

A113: [Programs and Courses](#)

Religious Holy Days - Please contact the Human Resources department for a list of Religious Holy Days
[Statement of Student Rights and Responsibilities](#)

5. ADDENDUM

Procedure A – Evaluation Protocol Structure

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Policy No. & Title: A131 Evaluations

Addendum: **PROCEDURE A – EVALUATION PROTOCOL STRUCTURE**

Issued by: Senior Vice-President, Academic

Effective: 2016-09-28

This procedure has been approved by College Council in an effort to minimize the potential for academic offenses during all evaluations. An evaluation is a formal measurement of student learning that may include, but is not limited to, any examination, test, culminating assignment or project.

1. PREPARATION, SCHEDULING AND MARKING OF TESTS AND EXAMINATIONS

- 1.1. Evaluation questions used in tests and examinations should be varied as frequently as possible, but at least from-year to year.
- 1.2. Research indicates that students are more inclined to commit an academic offence if they perceive an evaluation as unreasonably difficult or presenting unrealistic demands. As a suggestion, professors might attempt to answer their own evaluation in advance to judge reasonableness in terms of difficulty and time limits.
- 1.3. Previously given evaluations can be a valuable learning tool and can be made accessible to students.
- 1.4. Ideally, the space where an evaluation is conducted must be adequate to maintain appropriate integrity of the evaluation methodology (e.g. an examination).
 - 1.4.1. Where the testing space/environment is limited or cramped, different versions of the evaluation may be created with the questions in different order. These may be coded (colour, number, letter, etc.) and distributed in such a way as to discourage copying.
- 1.5. Both prior to the student's first test and at every final evaluation, student should be provided with a written document outlining the rules for evaluations. This document will indicate that if a student discovers an error, a mechanism is provided that he/she may indicate, in writing, the nature of the perceived error and provide this to the invigilator. The student would be advised to continue to answer the question in the best possible way.
- 1.6. Professors will advise students in advance of the aids permitted during an evaluation, and these aids will be indicated clearly on the question paper.
- 1.7. Every student must be provided their own copy of the evaluation.

- 1.8. In Accordance with Policy A101 Accommodation of Applicants and Students with Disabilities; Students who are identified as having a documented disability and provide the professor with appropriate notification and a “Confidential Student Academic Accommodations Form” must be accommodated. Please see that policy for more specific information.

EVALUATION PROTOCOL

- 1.9. The role of the invigilator will be to create the appropriate atmosphere and physical environment for secure writing of evaluations insofar as it is possible within the assigned facility.
- 1.9.1. Those who invigilate final evaluations should be trained, and their role is maintaining the integrity of the evaluation process only.
- 1.10. The invigilator is encouraged to reserve several seats near the evaluation room entrance for late arrivals to minimize disruption.
- 1.10.1. Students will not be admitted 1/2 hour after the start of the evaluation nor permitted to leave during the first 1/2 hour.
- 1.10.2. In no case will late arrivals be permitted any time extension.
- 1.10.3. Where appropriate an invigilator may restrict access to the evaluation setting.
- 1.11. All effort must be taken in order to minimize disruption during the evaluation (i.e., written sheet of instructions) period. The following activities / actions may be applied to minimize disruptions.
- 1.11.1. No verbal communication regarding evaluation content should occur between invigilators and students once the evaluation has begun. Invigilators should advise students who raise questions about evaluation content to read the questions carefully.
- 1.11.2. Errors in the evaluation questions discovered prior to commencement of the evaluation may be corrected in writing either by distributing a written correction to all students or writing the correction on a blackboard.
- 1.11.3. Where students may be sitting the same evaluation in different locations, every effort will be made to ensure that such a correction is provided to all students at approximately the same time.
- 1.11.4. During final evaluations, errors discovered after the commencement of an evaluation should not be corrected. Students who perceive there to be an error with regard to the evaluation questions will be provided a mechanism to document their perception in writing and to provide this document to the invigilator. The invigilator will deliver any such documents to the course instructor, who should make allowances in the marking scheme if there was an error. Students should attempt to answer, in the best possible way, the question which they perceive to contain an error.

- 1.12. Where a clock is not visible invigilators will identify the time periodically during the evaluation.
- 1.12.1. The invigilator will indicate the half-time point of the evaluation and the beginning of the last ten minutes for a one-hour evaluation or the last fifteen minutes for an evaluation of longer duration.
- 1.13. Students will not be permitted to bring any aids other than those specified in writing on the evaluation paper to the evaluation table.
- 1.13.1. In order to insure the integrity of the evaluation, professors are encouraged to restrict use of all electronic devices (i.e. cell phones, laptops, translators, iPods, and voice recorders, etc.).
- 1.13.2. All materials should be left in an appropriate location (such as along the walls of the evaluation room or beneath the desk). In light of increased potential for theft, students should be discouraged from bringing any unnecessary items of value to the evaluation room.
- 1.14. For online evaluations, electronic logs of the student's location and activity may be relied upon for determining compliance with evaluation protocol. Students shall not make any unauthorized modifications to the specified hardware or software. Where student laptops are permitted, invigilators reserve the right to examine them before, during, or after an evaluation for the purposes of determining compliance with evaluation protocol. For online evaluations, instructors will advise students in advance of any resources that are permitted. The use of or attempts to use any unauthorized files, applications, or servers shall be considered as a violation of evaluation protocol.
- 1.15. For final evaluation where the professor of record is not in attendance all students must provide Student ID or government issued photo identification for which they leave on their desks. Some part-time students may not have the student card with photo identification.
- 1.15.1. The invigilator will pass through the room during the evaluation, requiring each student to sign a list, which indicates his/her seating position in the room and checking the photograph on the student card or other identification for positive identification if necessary.
- 1.15.2. Where the seating does not permit the invigilator to pass through the room (e.g. lecture theatres), the students will be required to sign a class list on completion of their evaluation producing their student card (with photo) for positive identification if necessary.
- 1.15.3. The invigilator should compare the photo on the student card to the student presenting the card.
- 1.15.4. For students who do not have a student card with a photograph or other identification with a photograph, the invigilator should compare the signature on the identification provided to the signature on the list.
- 1.15.5. At the end of the evaluation, students should be instructed to leave their evaluation with the invigilator and depart quietly.
- 1.15.6. Invigilators should take the time to check evaluation papers upon submission.

- 1.15.7. When a student fails to present the required identification, the invigilator may permit the student to write the evaluation, but must:
1. Have the student complete the form "Student Without Identification."
 2. Attach the "Student Without Identification" form to the student's completed evaluation form.

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