



SIR WILLIAM MULOCK SECONDARY SCHOOL

Assessment, Evaluation & Communication of Student Learning and Achievement Policy

At Sir William Mulock Secondary School we are dedicated to providing quality assessments and evaluations for students. Timely submission of assessments is an important skill for students to develop and is an integral part of the assessment, evaluation and communication of student learning and achievement.

The York Region District School Board believes that assessment, evaluation, and communication of student learning and achievement are integral components of the teaching and learning process and form the basis of an effective educational program. The Sir William Mulock Secondary School Policy is based upon YRDSB and Ministry policies.

The primary purpose of assessment is to improve student learning by providing information needed to direct learning and instruction to meet each student's strengths, needs, and interests. Student involvement in effective assessment practices increases engagement, learning and achievement. High-quality assessment practices provide students with multiple and varied opportunities to demonstrate achievement and lead to deeper learning.

Assessment plays a critical role in teaching and learning and has as its goal the development of each student as an independent and autonomous learner. This includes the timely completion and submission of assignments for evaluation and academic honesty by students. Ongoing, clear and meaningful communication between home and school, including the provision of timely feedback, supports the learner in being successful.

Communication and Reporting on Student Achievement

Teachers will review the school policy with students to ensure mutual understanding. Students will be provided with a course outline that includes an overview of how the final mark grade will be determined. Teachers will communicate regularly with parents/guardians regarding student achievement in a professional and timely manner. This may take the form of emails and/or phone calls. In addition to a final grade, teachers will also assess/report on Learning Skills and Work Habits.

The final grade will be determined as follows:

- 70% based on Assessment OF Learning (including conversations, observations and products) conducted throughout the course;
- 30% based on culminating tasks and/or final examination administered at or towards the end of the course.

During the term (70% of final grade)

Students will...

- provide input in planning of due dates;
- record due date to support timely submission of evaluations;
- refer to rubric/marking scheme/expectations when completing the evaluation;
- seek extra help or clarification as necessary before the assignment due date/test date;
- self regulate their time management (plan appropriately, use a calendar/agenda, etc.);
- speak to their teacher if circumstances arise that make it difficult to meet the deadline.

Parents/Guardians will....

- understand how their child is being assessed and evaluated;
- work collaboratively with the school, teacher and child to plan and support child's progress;
- actively monitor their child's learning and support their child in implementing next steps for success;
- communicate regularly with the teacher as needed.

During the term (70% of final grade)

Teachers will...

- provide clear expectations of evaluations;
- provide instructional and assessment accommodations (as appropriate);
- set appropriate and clear due dates that reflect student input;
- monitor the progress of students and adjust due dates as necessary based upon individual needs and strengths;
- assist students to practice time management effectively (progress checks, use of Moodle, etc.);
- communicate with parent/guardian as needed.

End of Term Protocol for Final Evaluations (30%)

- No tests or new evaluations will be given during the week prior to exams. The final week of classes will be used for exam review/preparation, culminating presentations or application work that is done in class only;
- For grade 9 students writing EQAO, no tests or evaluations should be completed on the test writing day
- Students are required to write all examinations as scheduled. Exam dates are published at the beginning of the school year. Exam schedules are distributed at least two weeks before exams;
- Requests to miss examinations for vacation or employment will not be approved;
- Students may only miss examinations due to medical illness, court proceedings or a funeral; documentation will be required.

Missed Due Dates for Assignments/Tests:

Students will...

- conference with teacher before the due date if an assignment deadline will not be met or if an absence on a test date is known (i.e. medical appointments);
- mutually negotiate a new test date/due date with the teacher - based on the consideration of all relevant factors (i.e. student has been ill and unable to complete work, etc.);
- mutually complete "Request for an Alternative Due Date" form to record and track the timely completion of assignment.

Parents/Guardians will...

- communicate directly with teachers when a test/assignment has been missed or regarding their child's need for an alternative due date;
- actively monitor their child's timely completion of their evaluation and success;
- communicate with the Attendance office to excuse a student's absence if due to illness or medical appointment.

Teachers will...

- conference with students and/or parents as needed;
- provide students with an opportunity to negotiate a new due date/test date based on the consideration of all relevant factors (i.e. student has been ill and unable to complete work, etc.)
- mutually complete "Request for an Alternative Due Date" form to track the timely completion of assignment;
- communicate with parents regarding the new alternative due date;
- if a student is truant, in consultation with the Vice Principal/Principal, a zero may be assigned.

* If the teacher determines that the reason for the missed deadline is not acceptable, the teacher may deduct marks up to a maximum of 2% per day; total deductions not to exceed 10% in each category.

** A zero will be recorded if the evaluation is not submitted after the alternate due date to reflect the effect on the overall course mark at that time.