HERH Student hi-lights of CCRSB new Assessment Policy

- Teachers must advise students of the dates of tests and quizzes in advance. The dates must be available on the Parent Portal of Power School. If teachers give a surprise quiz, the result must not count as part of the student's mark.

- Homework is a critical component of student's success and must be completed when assigned. Teachers must not deduct points if the student does not do the homework.

- Teachers will attach the outcomes for all tests and assignments and provide clarity as to how it will be marked. In student words, they need to know "what are you looking for and what do I have to do to get a great mark?". Parents and students will be able to see this information on the Parent Portal.

- All assignments will have clearly defined due dates and are to be handed in at that time.
    - ✓ If the assignment is not complete and ready to hand in, students are expected to let their teacher know in advance of class that they need an extension.
    - ✓ If an assignment is late, the student may be asked to complete it in the teacher's presence at a convenient time. Parents will also be contacted.
    - ✓ If the assignment is not passed in 2 weeks before a reporting period (mid-terms or final exams), the student will receive a zero.
    - ✓ By not passing in assignments on the due date, students may put themselves in a position where they may have an over-whelming amount of work to do just before the end of a reporting period. It is not in the student's best interests to miss a due date for assignments.
    - ✓ A student will lose eligibility for an exam exemption if all assignments are not passed in.
    - ✓ Teachers will assign zero as a placeholder for missing work in the PowerTeacher Gradebook, which can be overridden upon completion of the assignment.

- Teachers can use incentives (individual teacher decides):
    - ✓ Drop the lowest assignment mark (from a designated category) for students that hand all assignments in on time.
    - ✓ Taking questions off assessments.
    - ✓ Extension Deadline.
    - ✓ Putting names into a draw for a prize/ability to drop or not do a class activity.
    - ✓ When major assessments (projects, research papers) are handed in on time the teacher can give feedback to students and a chance to resubmit at a later date.
    - ✓ Breaking a major assignment up in to separate deadlines for feedback at scheduled time intervals (Draft deadlines, Science Fair Project Deadlines).
    - ✓ Students who hand it in on time, students can choose an assignment to redo.

- Unexcused absences will result in a zero for missed tests and quizzes. Excused absences must be recorded within 5 days of the absence. Excused tests/quizzes will be written on the first day back.

- *HERH's PAS policy* Positive Academic Support (our school-based support system)

    - ✓ **Set due dates (drafts or chunks of material leading to a final product due towards end of report term)**
    - ✓ **Provide on-going feedback – every time they pass in a draft, provide feedback and give it back to student**
    - ✓ **For students enrolled in Learning Strategies course, give names to Learning Strategies teachers when those students miss due dates**
    - ✓ **Provide Academic Support teachers with the names of IPP and adapted students when they miss due dates**
    - ✓ **Call home when any student missed the due date**
    - ✓ **If an assignment is late, the student may be asked to complete it in the teacher's presence at a convenient time. Parents will also be contacted.**

- **If above does not work, teacher can request a parent meeting with Admin and student (and possibly Guidance).**

- **HERH's Plagiarism Policy will remain (student must re-do the same assignment or another defined by the teacher and will be marked out of 70%). Our exam cheating policy will remain (a student caught cheating on a test/quiz/exam will receive a zero).**

Bottom line: assignments are due when the Teacher sets the deadline. Student's need to pass assignments in on time. HERH is very prepared to support students in this area but the responsibility is clearly on the students to complete their work on time.