



Niagara Catholic District School Board

ASSESSMENT, EVALUATION, REPORTING AND HOMEWORK

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No 301.10

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: February 28, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Assessment, Evaluation, Reporting and Homework.

PREAMBLE

The Board acknowledges that the primary purpose of assessment, evaluation, and reporting is to improve student learning and achievement for all students. The Board promotes a family-friendly approach to homework to support the learning, achievement and well-being of all students.

To ensure that assessment, evaluation and reporting practices are valid and reliable to improve the learning of all students, educators will use assessment, evaluation and reporting practices and procedures that support all students and:

- are fair, transparent, and equitable for all students;
- are carefully planned to relate to the curriculum expectations and learning goals, the Ontario Catholic School Graduate Expectations, and, as much as possible, to the interests, learning styles and preferences, needs and experiences of each student so that all students can become self-directed, responsible, lifelong learners;
- are communicated clearly to students and parents/guardians at the beginning of the school year/course and at other appropriate points throughout the school year/course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning; and
- support students in developing the qualities and characteristics defined by the Ontario Catholic School Graduate Expectations.

Principals, Vice-Principals, educators, Board staff and parents/guardians share a collective responsibility and accountability for improving student achievement. All staff is responsible to gather, record, and share assessment, evaluation and reporting information for each student as required by Principals. This information is based on curricular expectations, performance standards, instruction, and, assessment and evaluation practices informed by the professional judgement of the educator to support improvement in learning, the achievement of Kindergarten to Grade 12 expectations, and Learning and Work Habits for students in Grades 1 to 12.

The Niagara Catholic District School Board upholds the value of academic integrity as a commitment to honesty, trust, and fairness for all members of its educational community.

DEFINITIONS

Assessment

Assessment is the process of gathering information, from observations, conversations and student products to demonstrate how well a student is achieving the curriculum expectations and to improve student learning from Kindergarten to Grade 12.

Assessment for Learning

Assessment “for” Learning is the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by educators to provide feedback and adjust instruction and by students to focus their learning.

Assessment as Learning

Assessment “as” Learning is the process that actively engages students in the assessment process to monitor their own learning; using feedback from educators, self, and peers to determine next steps and set goals for learning.

Assessment of Learning

Assessment “of” Learning is the process of collecting and interpreting evidence of student learning for the purpose of summarizing learning at or near the end of a period of learning. Educators will use professional judgement to indicate the quality of student learning based on established success criteria, in order to assign a value, mark or grade to represent that quality. This information is used to communicate the student’s achievement to parents/guardians, students, Principals/Vice-Principals and other educators.

Cheating and Plagiarism

Cheating is broadly understood to mean offences against the academic integrity of the learning environment. This would include, but is not limited, to the following:

- Copying from another student or making information available to another student for the purpose of copying during a test/examination/quiz or for individual/group assignments;
- Failing to follow instructions of the presiding teacher during an examination;
- Submitting any written work (electronic or hard copy) in whole or in part which has been written by someone else;
- Using direct quotations or paraphrased material in any assignment without giving the proper acknowledgement.

Plagiarism is usually defined as presenting someone’s words and ideas as one’s own. It can take many forms, including the following:

- Submitting an essay/assignment written by someone else e.g., buying an essay online, downloading an essay from a free website, having someone else complete one’s assignment or copying or using work done by another student (including homework);
- Piecing together material from one or several sources and adding only linking sentences;
- Quoting or paraphrasing material without citing the source of the material, including books, magazines or print from all electronic sources (videos, podcasts, etc.);
- Not providing quotation marks for direct quotations – even if sources have been cited.

ASSESSMENT PRACTICES FOR EVALUATION OF STUDENT ACHIEVEMENT

To support effective assessment practices in the evaluation of student learning recognizing that the evaluation of student learning supports the determination of report card grades and marks and comments; it is the responsibility of the teacher informed by professional judgement, in consultation with the Principal, to:

- collect and share evidence of student learning and achievement over time, from multiple sources that include *observations*, *conversations*, and *student products*;
- ensure that student self-assessment and/or peer-assessment is not used as a grade or mark;
- consider all of the evidence of student work, including observations, conversations and student products, that a student has completed or submitted along with, the evidence of student work that was not completed or submitted, and the evidence of achievement that is available for each overall expectation for a subject or course;
- ensure that the report card information represents a student's achievement of overall curricular expectations and the student's most consistent level of achievement, with special consideration given to more recent evidence;
- ensure that for students with special education needs and English language learners, who may require accommodation, but who do not require modified expectations, evaluation of achievement be based on the appropriate subject/grade/course curricular expectations; and for students who require modified or alternative expectations, evaluation of achievement will be based on the modified or alternative expectations outlined in the student's Individual Education Plan (IEP).

ACADEMIC INTEGRITY

It is the responsibility of students to practice academic integrity in all aspects of their school work so that the marks they receive are a true reflection of their own achievement. Students must understand that assessments completed and assignments submitted for evaluation must be their own work and that cheating and plagiarism will have consequences.

Practicing academic integrity also helps students to fulfill the Ontario Catholic School Graduate Expectations by demonstrating that they are: self-directed, responsible, lifelong learners, collaborative contributors, and responsible citizens.

Prevention of Cheating and Plagiarism

It is expected that school staff will develop and implement strategies to eliminate the incidents of cheating and plagiarism and will integrate these strategies into instruction in an atmosphere of trust and support.

Reporting of Cheating and Plagiarism

All confirmed incidents of cheating and/or plagiarism must be reported to the Principals/Vice-Principals, and parents/guardians by the classroom/subject teacher and will be noted in the Student Management System.

Schools will employ a variety of methods in order to identify instances of cheating and plagiarism.

These methods may include; but are not limited to:

- teacher monitoring based on professional judgement and knowledge of an individual student's work, writing style etc.;
- conducting internet searches to identify possible sources of student work;
- collaboration between teachers, library technicians, Principals/Vice-Principals in tracing questionable information; and
- use of third party plagiarism tracking software (if available).

The appropriate response and consequence to address cheating and/or plagiarism, must consider:

- the individual student and circumstances (e.g., mitigating factors: student's age, grade level and/or maturity of the student);
- the nature and severity of the cheating and/or plagiarism; and
- number and frequency of incidents.

For students in grades 9 to 12, if a student is found to have intentionally cheated and/or plagiarized on a mid-term examination, or final examination, or any other assignment that is part of the thirty (30) per cent

of the grade for final evaluation, the student will receive a mark of “0” on the evaluation and an opportunity to rewrite will not be provided.

LATE AND MISSED ASSIGNMENTS

Effective Preventative Measures

Students must understand that there will be consequences for incomplete assignments and/or for submitting late assignments.

Where in the teacher’s professional judgement it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignments.

These strategies may include; but are not limited to:

- asking the student to clarify the reason for not completing the assignment on time;
- helping students develop better time-management skills and work habits;
- collaborating with other staff to prepare a part- or full-year calendar of major assignment dates for every class/subject;
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- maintaining ongoing communication through a variety of means with students and/or parents/guardians about due dates and late assignments, and scheduling conferences with parents/guardians if the problem persists;
- in secondary schools referring the student to the Student Success team or teacher;
- taking into consideration legitimate reasons for missed deadlines;
- setting up a student contract;
- using guidance counsellors, child and youth workers, chaplains and/or peer tutoring to try to deal positively with problems;
- holding teacher-student conferences;
- reviewing the need for extra support for English language learners;
- reviewing whether students require special education services in cooperation with special education staff;
- requiring the student to work with a school team to complete the assignment;
- for First Nation, Métis and Inuit students, involving Aboriginal counsellors and members of the extended family;
- understanding and taking into account the cultures, histories and context of each student, their parents/guardians and their previous experiences within the school system; and/or
- providing alternative assignments or tests/exams where, in the teacher’s professional judgement, it is reasonable and appropriate to do so; and deducting marks for late assignments, up to and including the full value of the assignment.

MARK DEDUCTION FOR LATE OR MISSED ASSIGNMENTS

When effective preventative strategies have been implemented by the teacher to prevent and/or address late and/or missed assignments, a teacher may, in consultation with the student, parents/guardians and, Principals/Vice-Principals deduct marks for late and/or missed assignments. Teachers and Principals/Vice-Principals should ensure that mark deduction will not result in a percentage mark that, in the professional judgement of the teacher, misrepresents the student’s actual achievement.

Grades 1 to 8

- In Grades 1 to 8 late and/or missed assignments for evaluation will be noted on the report card as part of the evaluation of the student’s development of the learning skills and work habits.

Grades 9 to 12

- In Grades 9 to 10, late and/or missed assignments for evaluation will be noted on the report card as part of the evaluation of the student's development of the learning skills and work habits.
- For Grades 9 and 10, mark deduction will be limited to two (2) per cent per day to a maximum of ten (10) per cent total deduction according to the professional judgement of the teacher.
- For Grades 11 and 12, mark deduction will be limited to three (3) per cent per day to a maximum of fifteen (15) per cent according to the professional judgement of the teacher.
- The expectation is that students will use their non-class time to complete late and missed assignments.
- Until an assignment has been submitted, the code "I" may be used in a mark book to indicate that an assignment is late or missed.

REPORTING ON STUDENT ACHIEVEMENT

Kindergarten

Evaluation in Kindergarten is the summarizing of evidence of a child's learning in relation to the overall expectations at a given point in time, in order to specify a child's key learning, growth in learning and next steps in learning.

The evidence of learning includes conversations, observations, samples of the child's work, information shared by the family and other forms of evidence.

Three (3) formal written reports will be provided during the school year:

First Reporting Period: the Kindergarten Communication of Learning: Initial Observations

Second (Term 1) and Third (Term 2) Reporting Periods: the Kindergarten Communication of Learning

Grades 1 to 12

Student achievement of the overall curriculum expectations will be evaluated in accordance with the achievement charts in the provincial curriculum using letter grades for Grades 1 to 6 and percentage marks for Grades 7 to 12.

Grades 9 to 12

For Grades 9 to 12, a final grade (percentage mark) will be recorded for every course. The final grade will be determined as follows:

- seventy (70) per cent of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement;
- thirty (30) per cent of the grade will be based on a final evaluation administered at or toward the end of the course. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content as determined by the teacher following the guidelines for the subject area.

DETERMINING THE LOWER LIMIT OF MARKS BELOW 50 PER CENT

It is expected that clear and ongoing communication with the student and parents/guardians or adult student regarding ways to support success in learning has occurred in collaboration with teachers, Principals and Vice-Principals, Student Services, and Student Success teachers to support the student as required.

Grades 1 to 8

Teachers will use the code “R” (remediation required) to indicate when student achievement has fallen below level 1. “R” signals that additional learning is required before the student begins to achieve success in meeting the curricular expectations. Through consultation with parents/guardians, strategies to address the student’s specific learning needs will be developed in order to support the student.

Grades 9 to 12

Teachers will assign a percentage mark on report cards to indicate achievement below fifty (50) per cent, ranging from thirty (30) to forty-five (45) per cent, in the professional judgement of the teacher.

- For mid-term report cards a mark below thirty (30) per cent will not be recorded.
- For final report cards the actual final mark earned by the student will be recorded. A mark between forty-six (46) and forty-nine (49) per cent will not be issued.

Students with Individual Education Plans and English Language Learners

Students with an Individual Education Plan (IEP) who require modified or alternative expectations and beginning English language learners with modified expectations would rarely receive an “R” or a mark below fifty (50) per cent.

THE MEANING AND USE OF “I” – GRADES 1 TO 10

It is expected that clear and ongoing communication with the student and parents/guardians or adult student regarding ways to support success in learning has occurred in collaboration with teachers, Principals and Vice-Principals, Student Services, and Student Success teachers to support the student as required.

For Grades 1 to 10, the code “I” may be used in a mark book and/or on a student’s report card, including the final report card, to indicate that insufficient evidence is available to determine a letter grade or percentage mark. The code “I” is not applicable for Grades 11 and 12 courses.

For the report card, teachers will use their professional judgement to determine when the use of “I” is appropriate and in the best interests of the student. Teachers may find it appropriate to use “I” when evidence of a student’s achievement is insufficient or there are extenuating circumstances beyond the student’s control.

In Grades 9 and 10, a student who receives an “I” on the final report card to indicate insufficient evidence will not receive a credit for the course. However, there may be instances where students in Grades 9 and 10 who receive an “I” on their final report card may be considered for credit recovery. These are cases where, in the professional judgement of the teacher, evidence of achievement is available for at least a few overall expectations, on the basis of which it is possible to identify the remaining expectations that must be addressed and to design a credit recovery program.

FAMILY-FRIENDLY HOMEWORK

The Niagara Catholic District School Board promotes a family-friendly approach to homework that supports the work that students do at home to practice skills, consolidate knowledge and skills, and/or prepare for the next class.

In keeping with this family-friendly homework approach, students will not be assigned homework for completion during statutory/Board holidays and Professional Activity Days as noted on the Board’s school year calendar. Furthermore, students will not be expected to submit or participate in an assessment for evaluation within three (3) school days following a statutory/Board holiday or Professional Activity Day.

References

- [Education Statutes and Regulations of Ontario 2013 Edition: Operation of Schools-General R.R.O. 1990 Regulation 298](#)
- [Ministry of Education. Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010](#)
- [Ministry of Education, Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12](#)
- [Ministry of Education Policy/Program Memorandum No. 155, "Diagnostic Assessment in Support of Student Learning" January 7, 2013](#)
- [Ontario Catholic School Graduate Expectations: Institute for Catholic Education: Second Edition 2011](#)
- [Ministry of Education, Achieving Excellence, A Renewed Vision for Education in Ontario, 2014](#)
- [Ministry of Education, Equity and Inclusive Education Strategy, 2009](#)
- [Ministry of Education, The Individual Education Plan \(IEP\), A Resource Guide 2004](#)
- [Ministry of Education, The Kindergarten Addendum: Assessment, Evaluation and Reporting in Ontario Schools 2016](#)
- [Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2016](#)

Adopted Date:	June 14, 2011
Revision History:	May 28, 2013 February 28, 2017