

ASSESSMENT AND EVALUATION ASSUMPTION COLLEGE SCHOOL

SECTION I – LATE/MISSED ASSESSMENTS

If a student does not complete an assessment by the original due date:

- Establish a new due date for the task owing or assign alternative assessment with a new due date
- Contact parent/guardian and inform them that the assignment has not been submitted and will be subject to the 3% deduction policy
- When the assignment is submitted – evaluate, assign a mark, deduct 3%

If the assignment is NOT submitted by revised due date:

- Contact parent/guardian
- Deduct 3% per day until it is submitted OR until the final closure date, up to a maximum of 10 school days

SECTION II - EXTENDED ABSENCES (5+ Days Absent)

If a student knows in advance that they will miss an assessment (test, assignment, CCA or final exam) it is the responsibility of the student to:

- Inform the main office and administration of the extended absence
- Fill out the Temporary Absence Form (5 days or more)
- Consult with the classroom teacher to make appropriate arrangements (time and location) to complete missed assessments, in class, upon return

Teachers must maintain their Brightspace for the course but are not required to provide additional material for the extended absence

SECTION III - MISSED ASSIGNMENTS AND TESTS

If a student misses a test/assignment due to illness, a verified school activity (advanced notice), or vacation, the student must write/complete the assessment.

- The teacher and the student must arrange for a time to complete the assessment
- ***This time must not conflict with other classes during the school day
- A **mark of 0** will be recorded as a place holder until the assessment is completed
- A **mark of 0** will be recorded for skipping (truant) on an assessment day

Note: In extenuating circumstances, administration will consult with the classroom teacher and student to find an appropriate solution.

SECTION IV - MISSED CCA AND FINAL EXAMS

If a student either misses time during their CCA period OR is absent on their exam date, please refer to administration.

MISSED CCA

- The student and the teacher must arrange for a time to complete the material on an alternative day

Options could include:

- the afternoon of another exam day OR
- day five of the scheduled exam

MISSED EXAM

- The student must consult with the teacher and administrator to find an appropriate time to complete the missed exam. Options could include:

- the afternoon of another exam day OR
- day five of the scheduled exam

NOTE: Until documentation or completion of the assessment, a mark of zero will be recorded as a placeholder.



Assumption
College School