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## St André Bessette Catholic School Assessment Policy

### Policy regarding missing/incomplete work, second chances and general responsibilities

The following excerpts are taken from our school's official "Assessment, Evaluation, and Reporting" policy, developed in line with Elk Island Catholic Schools' *Administrative Procedure – Student Assessment, Evaluation and Reporting (2016)*:

#### ***Missing or Incomplete Student Work***

The primary purpose of student assessment and evaluation is to ***support student learning*** and to have all students improve their performance. Student work is considered missing or incomplete if it is not handed in on the due date either because the student does not have the work or because the student is absent (unexcused), it is partially completed on the due date but not ready for submission, or if the work is plagiarized. The following process will be followed in the case of missing or incomplete student work:

1. The missing or incomplete work is recorded as "NHI" in Powerschool with a mark of zero (0).
  - a. This acts as a placeholder zero, communicating to the student and parent that the assignment has not been handed in, as well as the effect of not completing and returning the assignment. This mark of zero will be changed upon receipt of the missing or incomplete work.
2. The student and teacher must meet at an agreed upon time OR during the next Flex block. The purpose of the meeting is to:
  - a. Check student progress and determine why the assignment is missing or incomplete
  - b. Provide help or assistance
  - c. Set a revised due date within a reasonable amount of time as determined by the teacher that reflects the nature of the assignment to hand in the missing or incomplete work
  - d. Make a plan for completing the assignment. The plan may include such things as:
    - i. Attending subsequent Flex sessions
    - ii. Staying in at lunch, on a spare, or after school
    - iii. A timeline for completing the work
  - e. For major assessments or repeated minor assessments, the teacher should make contact with the parent by email or phone and consider a face-to-face meeting for repeat offenders.
3. Upon receiving the completed work, a mark indicating achievement earned (without penalty) must be recorded.
  - a. If the work is not handed in on the agreed upon date, the "NHI" may be changed to a permanent mark of reluctant zero (0).

4. For students who are chronically missing assignments:
  - a. A referral will be made by the teacher to the school counsellor and/or school administration
  - b. A meeting may be held with parents and the student. The meeting may include school administration, the school counsellor, the classroom teacher, parents, and the student
  - c. Actions may include behavioural consequences, removal from the course, etc.

### ***Second Chances***

Based upon the ***teacher's professional judgment*** students ***may*** be provided the opportunity to have a second chance at a summative assessment, with ***sufficient time for learning opportunities*** between assessments (Semester/Year End Final exams are exempt from second chances). Students seeking a second chance must meet with his/her teacher to make this request. Learning opportunities between assessments may look like:

- *Attending one or more Flex sessions with the teacher*
- *Completing missed assignments*
- *Correcting previous work*
- *Completing an assignment/test analysis*
- *One-to-one conferencing with the teacher*
- *Completing additional assignments as determined by the teacher*

### ***Teacher, Student and Parent Responsibilities***

Teacher responsibilities regarding assessment and evaluation:

- Teachers will mark, update Powerschool, and hand back student work within 14 days of the due date, except in extenuating circumstances that have been communicated with students
- Teachers will endeavor to help students to achieve their best
- Teachers will make every effort to assess each student's achievement of each outcome through a variety of assessments and through triangulation of evidence
- Teachers will provide written feedback for major written work (essays, source analysis, personal responses)

Student responsibilities regarding assessment and evaluation:

- Students will make every effort to complete all assignments on time and be present in class to hand the work in
- Students will seek help from teachers either within class or during Flex time to support their learning
- Students are responsible for their own learning and for completing the work that is required of them. Teachers are there to help and support them.
- Abide by all regulations in Section 12 of the Alberta School Act. Specifically:
  - a. Be diligent in pursuing the student's studies
  - b. Attend school regularly and punctually
  - c. Co-operate fully with everyone authorized by the board (administrators, teachers, EAs, school staff) to provide educational programs or other services

Parent/Guardian responsibilities regarding assessment and evaluation:

- Parents/Guardians will provides detailed and updated contact information so communication can occur
- Parents/Guardians will encourage regular attendance and minimizes interruptions to learning (e.g. vacation, medical, etc.)
- Parents/Guardians will assists student with adhering to timelines for assignments and other assessments
- Parents/Guardians are encouraged to communicate with teachers in a variety of ways: three way conferences, phone calls, emails, etc.
- Parents/Guardians are encouraged to check PowerSchool weekly or sign up for regular PowerSchool updates
- Parents/Guardians are encouraged to familiarize themselves with the Assessment policy regarding academic dishonesty and missing or incomplete work found on the school website and reviewed in course outlines