Assessment Procedures & Policies

Objective: Our approach to grading is to create a connection between student growth and assessment by emphasizing proficiency in the standards and the process by which students engage in the learning.

General Information about Assessment:

We are interdisciplinary and project based:

- Students will get the same grade for all Evolutions courses (Art, English, Science, & Social Studies)
- All courses are at the Honors level
- Students/families will be informed as soon as a student is in danger of failing in order to formulate a support plan.
- Evolutions does not numerically average grades over the year → we look at a student's overall achievement and sustained growth over the course of the year. Valuing at consistency and recency
- While Evolutions is a collaborative, project-based program, at the core is the individual student learning and integrity in that process. We follow the Academic Integrity WHS policies and will review those policies explicitly with you.

Teaching & Assessment Process

Step 1: Project Overview

Step 2: Learn Knowledge and Skills & Submit Evidence

Step 3: Receive feedback and track on Salmon Sheet

Seek out clarification, extra help, or support as needed to make progress

Step 4: Apply feedback (on revision or with future evidence)

Step 5: Conference with advisor at the end of each project using Outcome Tracking Sheet

Step 6: Write Summative Email with self-assessment of growth and future goals

Step 7: Evo teachers update PowerSchool

Assessment Vocabulary

ND = Not Demonstrated   F to D Range

- Did not submit evidence
- Evidence submission does not meet minimum criteria for assessment

GA = Growth Area   C to C+ Range

- Evidence shows foundational practice of the skill/success criteria

PG = Partial Growth   B to B+ Range

- Evidence shows advancing practice of the skill/success criteria

MS = Meets the Standard   A Range
- ● Evidence demonstrates the success criteria
ED = Exceptional Demonstration   A+ Range
- ● Evidence exceeds the success criteria in execution
- ● Not defined by teachers

Deadline Policy

The date and time that an assignment is due will be posted to Canvas. Upcoming assignments will also be posted on our Daily Flow and gone over verbally in program. Because we value students engaging in authentic work and learning, we mindfully place deadlines to align with program activities and to help students make effective progress.

Late Submissions
- ● For some assignments, students can make a late submission of up to 3 days
- ● Late submissions will be assessed normally and students will receive feedback
- ● Late submissions cannot be revised (see below)
- ● Late submissions may hamper student progress because they are not able to participate fully in program activities

Firm Deadlines
- ● Some assignments are time sensitive and CANNOT be turned in late:
  - ○ Reflections
  - ○ Work Log Check
  - ○ Collaborative Check
- ● Assignments that miss the deadline will be assessed as "Not Demonstrated" (ND)

Extensions
- ● Part of becoming a more independent student is knowing how to manage tasks and when to advocate for support.
- ● Once per project, students can advocate for a 1 day extension on an assignment with no late or revision penalty. This can be used on assignments with a "Firm Deadline" as well.
- ● Request must be made via email, 24 hours before the assignment deadline and the coach will respond

Revision Policy

Some assignments are available for revision because due to their nature, there is no future activity/assessment that aligns well with the outcome being assessed. We believe that students should have the opportunity to review feedback and show that they can better show their understanding/skill in a timely manner.

Guidelines
- ● Initial assignment must be submitted on time and meeting minimum expectations
- ● After feedback is posted to Canvas, the revision window is 3 days

Assignments available for revision:
- ● Collaboration: Team Dynamics - Initial Team Building
- ● Communication (varies): Milestone 5 (as needed)
- ● Thinking: Creative - Milestone 4a
- ● Thinking: Critical - Milestone 1 & Milestone 4a

Academic Integrity (* For the full policy see pages 68-70 in H.S. Student Handbook)
While Evolutions is a collaborative, project-based program, at the core is the individual student learning and integrity in that process. In our program we value the authentic work of each of our students, and require that when work is submitted, it is completed without direct help of other students or the assistance of any AI or online writing tools. We follow the Academic Integrity WHS policies. In compliance with this policy, we will have each student write and sign the honor code on all major assessments.

> The honor code for papers and projects will read, *I certify that this paper/project is my own work, and I have cited any and all sources as necessary*. This pledge will be handed in along with the paper or project and will be accompanied by the student's signature.

If there is a violation of academic integrity, this will have impacts across all four Evolutions courses.

Progress Tracking and Powerschool Reporting
Evolutions uses a year-long assessment model. Meaning we do NOT numerically average together the quarters or two semesters. We focus on long-term student growth and achievement across the five learning standards; valuing performance at consistency and recency.

Tracking Progress:
- ***Tracking unit progress - "Salmon Sheet"*:** Each student will be given a handout for each unit titled the "Salmon Sheet." In this document, students will be responsible to keep a written record of their performance for each assignment within the unit. The tracking of progress within a unit will allow students to reflect on feedback from their coach and make the appropriate changes for optimal performance.
- ***Tracking year-long progress - "Outcome Tracking":*** Each student and their parent/guardian will receive access to an electronic outcome tracking document that will contain an up-to-date itemized breakdown of performance for each outcome and standard. This document will be the most comprehensive place to reference for assessment reporting.
- ***Academic Advisor Conferences:*** After each unit, students will engage in a unit conference with their advisor/coach to reflect on work and set future-facing goals to target growth across the standards. These conferences require that students actively demonstrate understanding of their work, and with the guidance of their coach, set appropriate goals.
- ***Student Summative Email:*** After each unit, students will communicate to home and Evo teachers a written reflection of their project work, their next step goals, and their overall understanding of their Evolutions performance up to this point.

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PowerSchool Reporting

As mentioned earlier, the electronic outcome tracking document will be the best place to gain an understanding of individual performance/assessment of the five standards and outcomes nested under each standard. If a student is not engaging in an outcome consistently, then overall assessment for the standard will be affected.

> **Where to look on Powerschool**
> - The Evolutions (NA5) Course will provide an itemized assessment breakdown of the five learning standards.
> - The subject specific Evolutions courses will ONLY have overall term grades reported at the end of each quarter.
> - If a student is in the D/F range, this will also be reported in PowerSchool

Quarter 1	Quarter 2	Quarter 3	Quarter 4
October 2nd - 6th - Student summative email - Comments with initial engagement in the Evolutions program **End of Quarter (Nov)** - P/F with comments with grade range ** Note… we intentionally keep Q1 Pass/Fail for the following reasons: 1) We are establishing our Standards / Outcomes 2) There aren't enough opportunities for student evidence to be a valid representation at this early point	**November 13th - 17th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **December 6th** - Student self-evaluation with teacher confirmation. - Comments with overall grade range **January 2nd - 5th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **End of Quarter (Jan)** - Letter Grades for standards & overall average calculated	**February 1st - 7th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **March 7th - 14th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **April 3rd** - Student self-evaluation with teacher confirmation. - Comments with overall grade range **End of Quarter (Apr)** - Letter Grades for standards & overall average calculated	**April 22nd - 26th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **May 20 - 24th** - Student summative email - Standards updated with assessment codes - Comment with overall grade range **End of Quarter (June)** - Letter Grades for standards & overall average calculated **End of Year** - Overall average calculated - Should mirror Q4 assessment

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Evolutions Assessment Contract

I have read and understand the policies and practices outlined above.

Student Name:_____   Year of Graduation: _____

Student Signature:_____   Date: _____

Parent/Guardian Name:_____

Parent/Guardian Signature:_____   Date: _____