



LBA Assessment Guidelines 2017-2018

in accordance with the NLESD
Assessment, Evaluation and Reporting Policy

If assignments/assessments are to be effective, there needs to be clear communication to students related to assignment criteria and completion timelines. To ensure the academic success of all students, a two-phased approach is required:

- A. *Proactive Planning and Support.*
- B. *Response Protocol for assignments/assessments submitted late for valid & invalid reasons.*

A. Proactive and Preventative Planning and Support

A number of strategies can be used to help prevent and/or address late and missed assignments. Proactive planning and strategic support include the following components:

- 1) Ongoing communication by administration and teachers to students and parents/guardians regarding clear expectation of student responsibilities for the completion of assignments;
- 2) Explaining to students the relevance and value of completing assignments for their overall achievement and as evidence of one's learning;
- 3) Ensuring teachers assign a minimum number of relevant and engaging assignments specifically targeted to key curricular outcomes;
- 4) Completing assignments in stages during class time where possible; with the teacher monitoring progress and providing descriptive, frequent and timely feedback support to ensure a higher level of completion.

B. Response Protocol for assignments/assessments submitted late

1. Assignment Expectations

- a. Students are expected to submit assignments on scheduled due dates. If a student misses a due date for a **valid** reason, the teacher will set a new submission date and advise the student and parent/guardian.
- b. If an assignment is not submitted on the due date for an **invalid** reason, a value of zero will be assigned in Powerschool until appropriate assessment is completed and mark reduction process is initiated. Parents/guardians will be notified when the zero is recorded in Powerschool.
 - i. Assignments late by 1 school day will result in a 5% reduction to the final mark earned.
 - ii. Assignments late by 2 school days will result in an additional 5% reduction to the final mark earned.
 - iii. Assignments late by 3 school days will result in an additional 10% reduction to the final mark earned.
 - iv. The maximum reduction for a late assignment shall be no more than 20% of the student's final earned mark.
 - v. Students not submitting assignments within 4 school days of the scheduled due date will receive a zero.

- c. No late assignments will be accepted during exam periods.
- d. Once a reporting period has ended, overdue assignments will no longer be accepted and a zero will stay recorded in Powerschool for that assessment. Exceptions may be given for assignments given near the end of a reporting period.

2. Assessment Expectations

- a. Students are expected to write tests/quizzes on the day and time they are scheduled. If a student has to miss a scheduled quiz/test for a **valid** reason:
 - i. a parent/guardian must contact the teacher/school
 - ii. the student will be given the opportunity to demonstrate his/her learning on the assessed outcomes in a manner and time determined by the teacher.
- b. If a quiz/test is not written at the scheduled time for a **invalid** reason:
 - i. Parents/guardians will be notified in a timely manner.
 - ii. a value of zero will be assigned in Powerschool until appropriate assessment is completed.
 - iii. the student will be given the opportunity to demonstrate his/her learning on the assessed outcomes in a manner and time determined by the teacher.
 - iv. A mark reduction of 10% is **applied to the earned grade** when the missed, different or replacement assessment is administered.
- c. Notification from a parent/guardian that a student will miss, or has missed, an assessment is not automatically a valid reason.
- d. Medical documentation is required when a student misses a mid-year or final exam.
- e. If a student is late for a quiz/test, they may not be permitted to enter the test room and it will be treated as an absence.

3. Second Chance Opportunities

- a. Second chance opportunities:
 - i. may only be provided for end of unit assessments.
 - ii. In each circumstance, students will be required to complete prerequisites; such as completing assigned work, attending tutorials, etc., as assigned by the teacher.
 - iii. the date and time of the second chance opportunity will be determined by the teacher.
 - iv. When second chance opportunities are permitted, any improvement will be reflected in a student's overall achievement.