

Spanish Department Guidelines

(Updated 8.23.25 - effective for Fall 2025+)

1. Academic Integrity:

- a. **NCVPS World Language Golden Rule: Students are to use the material (vocabulary, structures, verb tenses, grammar concepts, etc.) in/from the course to do **their own** work when completing ALL assignments.**
- b. **Students are NOT to use any of the following to translate word-for-word, phrases, and/or sentences:**
 - i. online translator
 - ii. [AI usage per NCVPS Guidelines](#)
 - iii. native speaker, another student/person (including tutors)
If a student has access to a native speaker in their family or community, the NCVPS teacher must be informed so they can review and approve a tutoring plan for the student.
 - iv. other websites
 - v. other books, guides, dictionaries
- c. Follow [NCVPS Academic Integrity Guidelines](#)
- d. **When in doubt... if students have questions... if they don't understand something... they should ASK THE TEACHER! :-)**

2. Grading/Feedback:

- a. Teachers should grade all assignments for proficiency/mastery, using the established rubrics for consistency.
- b. Teachers should provide specific, directive, constructive feedback on graded assignments.
- c. Teachers should not change point values of assignments without discussion and approval by the ILs/DD.
- d. Teachers should not give exemptions, unless required by IEP/504 or transfer status or approved by the Instructional Director.

3. Midterm/Final Exam: (There are no midterms in Spanish courses.)

- a. Students should complete **all available** assignments before being allowed to take the final exam.
- b. Students are **not** to use any type of external sources (translators, dictionaries, notes, etc.). They should only use their own knowledge and their completed guided notes to answer questions on the post assessments and final exam. See Academic Integrity Guidelines above for additional details.

4. Multiple attempts:

- a. Students are allowed 2 attempts on both formative and summative assessments **except** for the Final Exam which only allows 1 attempt.
- b. If a teacher feels more attempts are warranted or perhaps an alternate assignment is needed, ie Take Twos, this should be considered on a case-by-case basis.

5. Tutoring:

- a. Every teacher should post/provide weekly office hours to help students.
- b. The [NCVirtual Peer Tutoring Center](#) is open and available to all Spanish students.