



Evaluation

All students are to receive a **course outline** for all courses at the beginning of each semester. It will include course expectations, course resources, and the evaluation breakdown of the course.

70% Term Evaluation: This portion of the mark should reflect the student's most **consistent** level of achievement throughout the course, although special consideration should be given to more **recent** evidence of achievement.

30% Final Evaluation: This portion of the mark will be based on **one** of the following methods of evaluation:

- An exam and culminating performance task worth 30%
- A culminating performance task worth the full 30%
- An exam worth the full 30%

Levels of Achievement

Percentage	Achievement Level	Summary Description
80%-100%	Level 4	Achievement is <i>above</i> the provincial standard
70%-79%	Level 3	Achievement is <i>at the</i> provincial standard
60%-69%	Level 2	Achievement is <i>below, but approaching</i> , the provincial standard
50%-59%	Level 1	Achievement is <i>below</i> the provincial standard
Below 50%		A credit will not be granted

Assessment Literacy

Diagnostic Assessment - is used **prior to instruction** to gather information about students' starting points at the beginning of a course, unit, and/or lesson. Information from diagnostic assessment helps students recognize their skills and level of understanding and does not count towards the student's mark.

Formative Assessment - is used **during instruction** to monitor student progress and provide feedback. Feedback helps students understand what they do well, where to improve, and what to do to improve. It does not count towards the student's mark.

Summative Evaluation - is the process of evaluating student work based on established criteria and assigning a value to represent that quality. Evaluation is used to determine the student's mark for reporting purposes **at the end of instruction**.

Late Submission of Assignments

The following tables represent Iona's Late Submissions policy:

Grade 9 & 10

Day	Essential	Open/Applied	Academic
1	2%	2%	5%
2	2%	4%	10%
3	2%	10%	Closure Date
4	10%	Closure Date	
5	Closure Date		

Grade 11 & 12

Day	Workplace	Open/College	Mixed/University
1	2%	5%	10%
2	4%	10%	Closure Date
3	10%	Closure Date	
4	Closure Date		

Academic Honesty

Cheating is an act of academic dishonesty and comes in many forms.

Plagiarism is the act of claiming another's words, ideas and work as one's own and is an example of cheating. If the teacher confirms that cheating/plagiarism has occurred, the teacher will inform the appropriate administrator as well as the parent/guardian. Depending on the offence, an appropriate consequence, such as a zero, may be assigned. Students who assist others in cheating/plagiarizing will be disciplined accordingly.

Methods of Reporting

Parents and teachers are encouraged to contact one another at any time during the school year to address any concerns or share praise. Reports are issued three times each semester.

a) **Progress Report:** This report is distributed after five weeks of instruction in each semester. It gives an early indication of the student's progress based on the four categories of knowledge and skills. This communication is not an official report. Parent-Teacher Interview Night is scheduled subsequent to the distribution of the Progress Report. Students are encouraged to attend.

b) **Mid-Semester Report:** At mid-semester, students will receive a mark in each subject indicating progress to date. It is based on the summative evaluation to date in their courses. A student

below 50% will receive an Action Plan outlining what factors need to be addressed in order to improve the student's chance for success.

c) **Final Report:** At the end of each semester, all students will receive a final report card indicating their final mark and learning skills in all their courses. Subject teachers will contact unsuccessful candidates so that necessary arrangements can be made for second semester courses or summer school.

Learning Skills

A variety of **Learning Skills** are reported on the Provincial Report Card:

- Responsibility
- Collaboration
- Organization
- Independent Work
- Initiative
- Self-Regulation

These are not included when determining a student's mark. These skills are evaluated using a four-point scale: Excellent, Good, Satisfactory, Needs Improvement.

Attendance

Regular attendance on the part of students is vital to the process of learning. Teachers will not be able to measure the achievement of curriculum expectations of students who miss assessment and evaluation opportunities.

Student Absences: 70% Term

School Related - In advance the student will advise the teacher of the upcoming school related absence.

Skip/Truancy - If it is determined that the evaluation(s) has/have been missed as a result of a skip/truancy, a zero may be assigned.

Family Initiated - Where there is an awareness of a family initiated absence, students and parents should notify the school as soon as possible.

Prolonged Absence - In the event of a prolonged absence due to medical reasons, family circumstances, late registration, or other approved situations, modifications to the evaluation may be made after the student, parent, subject teacher, the appropriate administrator and counsellor have consulted with one another.

(Refer to the A & E Policy in the Student Agenda).

Suspension - In the event that a student is suspended the Safe School Policies and Procedures will be administered. While under suspension, a student will be fully responsible for curriculum course work.

- Suspensions 1-5 days - The appropriate administrator will advise the teacher of the suspension. Curriculum course work will be provided for the student during the suspension period.
- Suspensions 6-20 days - The appropriate administrator will advise the teacher of the suspension. Curriculum course work will be determined in the Student Action Plan.

Student Absences: 30% Final

Student Absences during the Culminating Performance Task (CPT) - The CPT is a scheduled course requirement completed during class time under the supervision of the teacher, although minor aspects of the task may be completed outside of class time. **The potential academic consequence for missing part or all of this final evaluation is a mark deduction or a zero.**

Student Absences during the Formal Exam Period

Illness - A student who is absent from a scheduled exam due to illness will provide a medical note to verify that absence; otherwise, a mark of zero will be assigned.

Skips/Truancy - If it has been determined that a student's absence is a result of a skip/truancy, a mark of zero will be assigned.

Vacation - A student who is absent from a scheduled exam due to a vacation will be assigned a mark of zero. Formal exam days are published well in advance and permission to write final exams outside the designated dates will not be granted.

Suspension - If a suspension falls within the exam schedule, Safe School Policies and Procedures will be followed. In the event of extenuating circumstances, decisions related to exam evaluation will be the discretion of the principal.