

## ASSESSMENT AND EVALUATION POLICY

### **In order to ensure that students meet due dates, students will:**

- Seek clarification and feedback throughout the development of the assignment.
- Use time management strategies to set targets for the completion of the task.
- Inform parent/guardian of assignments, due dates, expectations and consequences for late or non-submission.
- Bring documentation from parent/guardian that a need exists for an extension of the due date.
- Notify the teacher of the need for an extension prior to the actual due date.

### **Establishing Due Date Extensions**

- The teacher, in consultation with the students, can set a new due date.
- When a new due date has been agreed upon, the assignment will be marked without penalty.
- Further extenuating circumstances can be considered on a case-by-case basis.

### **Having followed the above procedures:**

- **As a last resort**, when all other strategies have been tried, a mark up to a maximum of 10% may be deducted from the value of the assignment (for example, if an assignment is marked out of thirty, the maximum number of marks deducted will be three). Further, after an appropriate time has been allowed and after assignments have been returned to the class, it is also permissible to assign a mark of zero.

### **Academic Honesty:**

**Students are expected to be academically honest by submitting their own original work.**

### **Academic Dishonesty includes but is not limited to:**

- Plagiarizing (i.e. copying) an essay or another research assignment in which whole sentences, paragraphs, or images are taken directly from either a book, magazine, newspaper article, Internet source or from another student's work, without writing the material using his/her own words, or the citing of references.
- Sharing answers with or copying answers from another student during an evaluation.
- Having "cheat notes" in any form, including electronic devices during an evaluation.
- Altering work that has already been evaluated in order to increase the mark.
- In the event that plagiarism is suspected, students may be required to provide evidence that it is their own work (i.e. rough notes, research notes), or that the work provided is consistent with their level of achievement. Students will receive a mark of zero if their work, or a portion of their work, has been plagiarized.

### ***turnitin.com***

Schools are experiencing a tremendous increase in the amount of material taken from the Internet and used in student papers or assignments without proper documentation. It is recommended that all students submit papers and assignments to the plagiarism program called *Turnitin* at [www.turnitin.com](http://www.turnitin.com).

Here is how it works:

- ❖ Students access *Turnitin* through the easy-to-use web interface, where they submit their work.
- ❖ *Turnitin's* servers compare submitted documents against a database of works consisting of billions of articles, books, student papers, and journals.
- ❖ The results are returned to you in the form of customized Originality Reports

The *Turnitin* Plagiarism Prevention Program is the standard used at most Canadian Universities and Colleges.