

# Brantford Collegiate Institute and Vocational School

## Evaluation Policy-Updated June 2007

### Absences

The following are legitimate reasons for student absence:

- illness
- family emergency
- religious holidays
- medical appointments
- bereavement/compassion
- subpoena
- longhouse
- inclement weather
- college/university visit
- school sponsored event

Students and parent(s)/guardian(s) are reminded that all absences must be documented. Until such **written documentation** is provided to the school, the absence is NOT considered to be legitimate and a student will be considered truant.

**Students are responsible for catching up on all work missed during an absence and for making arrangements with teachers to complete missed assessments.**

**When a student knows in advance that he/she will miss a class, it is the student's responsibility to inform the teacher in advance and make arrangements for missed work.**

### **Evaluation Missed Due to Absence**

In order to be granted a credit for a course, students must demonstrate an acceptable level of achievement relative to the expectations for the course as outlined in the applicable curriculum document. If a student fails to complete an evaluation there is little or no proof of achievement of course expectations. If, in the teacher's professional judgment, a student fails to demonstrate achievement of a significant number of expectations, the credit for the course will not be granted

If a student misses an evaluation due to absence, the following will result:

- if, in the teacher's judgment, a makeup is possible, the student will be given an opportunity by the teacher to makeup the evaluation. If the student does the makeup, the mark achieved will be recorded for the assignment. If the student is absent for a reason which is not legitimate, a makeup may not be offered (refer to the B.C.I. & V.S attendance policy for an outline of acceptable reasons for student absences).

- if the student does not take advantage of the makeup opportunity or a makeup is not offered because of an illegitimate absence, a mark of "0" will be recorded. This would mean that the expectations associated with this evaluation have not been demonstrated.

### Evaluations not completed

- if a student chooses not to complete an assignment, for example if he/she places his/her name on a test and hands in the test blank, the student will have demonstrated no achievement and a mark of "0" will be recorded.

### Evaluations submitted late

Assignments have deadlines for being handed in so that continuity of assessment can be provided throughout the course and so that feedback can be provided to assist student learning. As well, teachers have deadlines to meet in reporting student progress. It is important that deadlines for the completion of all assignments be met.

It is expected that students will hand in all assignments. All submitted assignments will be assessed regardless of whether the student has met the deadline or not. However, if the student would gain a comparable advantage over other students who have submitted the assignment on time, a mark for the assignment may not be recorded. As an example, a mark will not be recorded for an assignment if the same assignment has already been evaluated and handed back to other students. Also, if additional time would give students an advantage over other students in the quality of work submitted the teacher may record a mark of "0".

All completed assignments will be assessed, but because of possible time restrictions and other circumstances, students must recognize that when they hand in an assignment late the quality of feedback may vary.

### Academic Honesty

All assignments must be the original work of the student. Consequences will be imposed on students who copy materials written by other people or who allow their own work to be copied and submitted under another student's name. Plagiarism is a violation of the school code of conduct and may result in both academic and disciplinary penalties.

**Examinations and Final Summatives** There are no exemptions for examinations and final summatives.

Examinations are held during the scheduled examination period. As well, some parts of some examinations and culminating activities are held in class in the last three weeks of class. Students are required to be in class for these activities. The dates of these activities will be communicated, in writing, to students and to parents at least two weeks prior to the applicable dates. On exam days, and on the days of these culminating activities during regular classes, absent students must contact a Vice-Principal and provide the school with official written documentation (eg. doctor's note, subpoena, court order) within 48 hours of the missed examination or culminating activity.