ASSESSMENT AND EVALUATION

St. John's College

SECTION I – LATE/MISSED ASSESSMENTS

If a student does not complete an assessment by the original due date:

a) Establish a new due date for the task owing or assign alternative assessment with a new due date
b) Contact parent/guardian, also inform them of deduction in marks 3%
c) When task is submitted – evaluate, assign a mark, deduct the mark by 3%

Evaluation task NOT submitted by revised due date:

a) Contact parent/guardian
b) 3% per day until it is submitted OR until the final closure date to a maximum of 10 school days

Looking at mitigating and extenuating circumstances

SECTION II - EXTENDED ABSENCES (5+ Days Absent)

If a student knows in advance that they will miss an assessment (test, assignment, CCA or final exam) it is the responsibility of the student

a) Inform the main office and administration of the extended absence;
b) Fill out the temporary absence form (5 days or more);
c) Consult with the classroom teacher to make appropriate arrangements (time and location) to complete missed assessments, in class, upon return.

Teachers must maintain their Brightspace for the course but are not required to provide additional material for the extended absence.

SECTION III - MISSED ASSIGNMENTS AND TESTS

If a student misses a test/assignment due to illness, a verified school activity (advanced notice), or vacation, the student must write/complete the assessment.

- The teacher and the student must arrange for a time to complete the assessment. ***This time must not conflict with other classes during the school day.
- A **mark of 0** will be recorded as a place holder until the assessment is completed.
- A **mark of 0** will be recorded for skipping (truant) on an assessment day.

Note: In extenuating circumstances, administration will consult with the classroom teacher and student to find an appropriate solution.

SECTION IV - MISSED CCA AND FINAL EXAMS

If students either a) misses time during their CCA period or, b) are absent on their exam date, a doctor's note must be provided to verify the absence.

MISSED CCA

- The student and the teacher must arrange for a time to complete the material on an alternative day (Example during the afternoon of another exam, or exam day #5)

MISSED EXAM

- The student must consult with the teacher and administrator to find an appropriate time to complete the missed exam. Options could include:
- the afternoon of another exam day or
- day five of the scheduled exam.

NOTE: Until documentation or completion of the assessment a mark of zero will be recorded as a placeholder by the classroom teacher.