

- k. Students are required to write tests and/or complete Evaluations as scheduled. Exceptions may be made in the event of an emergency or a sanctioned event (e.g., field trips, religious observances, etc.). In non-emergency situations, students are expected to contact the faculty member if they cannot be present for a test/Evaluation to explain the reason for their absence. At the discretion of the faculty member, an alternate time for the test/Evaluation may be allowed. Students may be asked for documentation to support their request.

2. Feedback

Providing effective feedback on tests, assignments, and other evaluative tools is an integral part of student learning and are essential to the learning process. To be effective, Feedback to students should be timely, graded and returned promptly with the mark/grade and associated feedback to the student within 10 or fewer business days. Feedback provide should be focused, and relevant to the assessment criteria for the task, developmental, and where appropriate, individual to the student incorporating the following principles –

- a. Feedback can be delivered by a variety of methods and may vary in its level of detail and intensity. Feedback to students may include, but not be limited to:
 - i. discussion,
 - ii. continuous assessment to track progress,
 - iii. written comments on work submitted,
 - iv. suggested references or resources,
 - v. model answers,
 - vi. lists of common mistakes,
 - vii. peer and self-evaluation,
 - viii. feedback sheets containing common constructive comments, and/or
 - ix. individual comments.
- b. Throughout the semester, Evaluation/assessment results are formally documented and accessible to the student on a timely basis.
- c. Where assignments or tests require students to build on the proficiencies developed through earlier tests or assignments, students must receive the Feedback on the earlier work before the subsequent due date for the current assignment.
- d. For students to make critical decisions regarding their academic goals, they should typically receive a minimum of 30% of graded Evaluation(s) before the mid-term advising week in e-Grades.
- e. Students have the right to see, review and request additional clarification on marked or graded Evaluation, including final Evaluations/assessments.
- f. Confidentiality must be maintained in the return and discussion of all evaluated Course Work.
- g. To support academic integrity, faculty may retain tests/exams upon review with the student (s).

3. Submission of Grades

- a. To support student success, grades for all assessments must be given to students as assessments are completed within 10 or fewer business days for the due date of the evaluation.
- b. Electronic grade viewing is made available to students throughout the semester.
- c. Faculty are to submit all final grades via by the deadline communicated by the Academic Administrator
- d. Students have access to their grades until the appeal deadline in the Academic Calendar.
- e. Grades are considered final when they are released and posted to the student's record according to the schedule set out in the Academic Calendar.
- f. Faculty have the opportunity to access their grades until the deadline for Student Appeals.

Responsibilities and Accountability

Students

Students have the responsibility to –

- Make use of the Formative and Summative Feedback they receive and to incorporate this information into their learning.
- Complete all Course Work including assignments, tests, and exams by the published submission deadline.
- Inform themselves of the assessment and Evaluation parameters and seek clarification if the parameters are not completely understood.
- Make themselves available for assessments and Evaluations and proactively seek consideration for circumstances that might affect their availability.
- Use, in a timely fashion, identified processes and policies in the event they are dissatisfied with a result on any evaluated Course Work.
- Use available resources to increase their likelihood of academic success.

Faculty

Faculty have the responsibility to –

- Provide an Evaluation Plan and transparent Grading Scheme for all assessments.
- Provide fair and consistent feedback promptly.
- Submit grades promptly.
- Make themselves available to students to provide clarification on assessments.

- Develop assessments that allow students to accurately demonstrate learning outcomes and support academic integrity.
- Participate in any grade appeals processes as required.

Academic Administrators

Academic Administrators have the responsibility to –

- Approve exceptions in consultation with faculty.
- Ensure the policy requirements are clearly communicated in a timely manner to all faculty and Student Success Advisors.
- Ensure that the terms of the policy are being upheld by faculty.

Related Policies / Directives / Regulations

Student Appeals Policy

Academic Integrity Policy