

SECTION: Student Affairs and Services
TOPIC: Grading and Evaluation of Student Performance
EFFECTIVE: 23 November 1990

Policy Information	
Policy No:	E-1.22
Approved by:	Education Council
Approval Date:	November 23, 1990
Amendment Date:	January 2001
Executive Responsible:	VP Academic
Administrator Responsible:	Deans
Date of Last Review:	

POLICY:

The evaluation of a student's performance should occur in order to:

- (a) Provide the student with information about his or her performance in relation to goals and objectives of the course in order to help him or her improve his or her mastery of course material, and
- (b) Provide the student with interim assessments* and final grades indicating the extent to which the student has met the goals and objectives of the course.

(* - for purposes of evaluation, the interim assessment is defined as a grade assigned by the instructor after reviewing the accumulated grades received at the time of the evaluation.)


Faculty are encouraged to provide frequent evaluations for student feedback.

PROCEDURES:

1. The evaluation of students should be based upon the use of relevant selections from the following list of criteria:
 - (a) Regular in-class tests;
 - (b) Mid-term examinations;
 - (c) Final examinations;
 - (d) Laboratory or clinical or shop exercises;
 - (e) Laboratory or clinical or shop examinations;
 - (f) Homework or problem sets;
 - (g) Term papers or projects;
 - (h) Essays;
 - (i) Field work or field exercises;
 - (j) Class presentations;
 - (k) Class participation;
 - (l) General assessment: ability to communicate and work effectively in the selected discipline;
 - (m) Worksite evaluations.

The above list is not meant to be all-inclusive. Additional criteria may be approved by the appropriate Dean or equivalent.

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2. Evaluation for the purpose of calculating final grades will be made on a continuous basis and not less frequently than a total of three (3) throughout the duration of a course. Faculty are encouraged to provide additional, frequent evaluations for student feedback.
 3. A minimum of 20% of the student's final grade will be decided and be made available to the student before 40% of the course has been completed.
 4. Mid-term examinations will not be scheduled in the week immediately preceding Examination Week.
 5. In cases of courses of eight (8) weeks duration or longer, final examinations will be set and scheduled during an Examination period. Every effort will be made to avoid scheduling students to write more than two (2) final examinations in one day. Final examinations will not be held prior to the Examination period.

If final examinations are not to be held, the prior approval of the appropriate Dean is required and the Registrar's Office must be informed.
 6. Final examinations will have a weighting of between 20 - 40% of the final grade or as specified by an external agency such as Industry Training and Apprenticeship Commission. Those programs using a competency-based grading scale (as noted in the Calendar) may weight a final examination up to 60%
 7. Final grades will be calculated as indicated in the College Calendar or in the manner specified by an external agency such as the Industry Training and Apprenticeship Commission.
 8. Except as noted, it is the responsibility of the course instructor to ensure that these procedures are carried out.