

## EVALUATION POLICY

Policy name: Evaluation	Category: Education	Effective Date:  June 2010	Related Policies: Grading Systems	Replaces: Examination Policy
Overseen by: Vice President Education, Vice President Educational Services	Approved by: Education Council	Review Date:  June 2017		

### Purpose

This policy determines any provisions or restrictions that govern how students are evaluated in credit courses and programs, including the setting and organizing of assignments, tests, examinations and other types of formal evaluation of student performance at Douglas College.

### Policy Statement

Evaluation of student performance is established by faculty members through their respective Departments or Programs, under the authority of Faculty Education Committee, Deans/ Directors and Education Council. Douglas College recognizes the need for evaluation of student performance to adhere to college-wide standards to ensure fairness and consistency in good practice. This policy delineates those cross-college standards.

### Definitions

An evaluation is any assessment of a student's performance in a credit or non-credit course which will count towards the final grade achieved by the student in that course.

### Instructor's Course Outlines

Instructors will provide for each course or section a document that outlines, among other information, how a student's performance will be evaluated and any specific criteria regarding how student work will be treated for evaluation purposes, such as penalties for missed tests or extra credit opportunities, etc.

Where programs, departments or faculties establish departmental policy that each instructor must follow in a particular course/program, those policies must be approved by Education Council.

A. The *Instructor's Course Outline* must include:

1. Instructor's name, local, office number, e-mail, and office hours
2. Course title, section(s), campus, semester and course prerequisites
3. General description of the course, its topics, scope, methodological approach, etc., as well as required and/or recommended texts and/or materials
4. Instructor's policy statements relating to:
  - a. Late assignment penalties
  - b. Missed tests/make-up tests or assignments
  - c. Penalties for academic dishonesty (see *Academic Dishonesty* policy <http://www.douglas.bc.ca/about/policies/edu/academdis.html> )
  - d. Attendance
  - e. Course- or section-specific competency standards
5. Value and number of all assessments/evaluations. Such as exams, tests. Essays, labs, class participation, etc. expressed as a percentage of the final grade.
6. Minimum grade required to pass the course if this is at variance with standard College grading policy, or other exit requirement, where applicable in accordance with departmental policy that has been approved by Education Council.
7. Course specific requirements, such as that students "must complete every assignment in order to receive a passing final grade," "must write one in-class assignment," "must pass both theory and lab components in order to pass this course," etc.
8. If necessary, a statement indicating that the means or values of assessments/evaluations are subject to change during the semester.

B. The *Instructor' Course Outline* may include:

1. A schedule of assignments, readings, evaluations (i.e. a syllabus)
2. A general description of course objectives/learning outcomes.

## Number and Timing of Evaluations

Evaluations given by instructors must comply with all Education Council approved departmental policies governing evaluation and assessment. In addition, all evaluations must adhere to the following college-wide conditions:

1. The final grade awarded to each student shall consist of at least three separate assessments. These could be any combination of tests, examinations, or

assignments, and may include class participation and attendance, if these are included in the course outline.

*[Note: students who enroll in Co-operative Education programs or in courses which include a practicum, preceptorship, or field experience must accept that evaluations may be based on assessments carried out, in part, by persons who are not instructors at the College.]*

2. No single assessment will be weighted at more than 40% of the final course grade
3. Evaluations should be spaced in such a way that they provide students with the earliest possible indication of their achievement. At a minimum, students have the right to receive from an instructor their scores on at least one performance-based assessment prior to the mid-term date as published in the college calendar. The purpose of this assessment is to give students a rational basis on which to determine whether or not they should redouble their study efforts, carry on as before, or withdraw from the course.
4. Where instructors provide opportunities for students to make-up any missed assignments or tests due to illness etc., this make-up work cannot contravene the limitations identified in #1 and #2 above.

## **Class Attendance and Participation**

Instructors may use a student's record of attendance and/or level of active participation in a course as part of the student's graded performance. Where this occurs, expectations and grade calculations regarding class attendance and participation must be clearly defined in the *Instructors' Course Outline*.

Students who are enrolled in courses offered as part of an International Field School must demonstrate sufficient readiness to succeed in the program prior to departure on the field experience. Prior to departure, students must attend all classes and complete all required assignments or activities to a satisfactory level as determined by the course instructor and as outlined in the Instructor's Course Outline. Any dispute over whether the student has met the required standard prior to departure will be arbitrated by the Dean responsible for the program.

## **Submitting Assignments**

Instructors are responsible for explaining in advance how and when they should receive assignments from students, whether delivery is to be in-person, via departmental assistant or through electronic means, etc.

Students are responsible for ensuring that their assignments are delivered appropriately and on-time as specified by instructors. Where students hand in assignments to someone other than the instructor, they should obtain a proof of receipt. Where students

submit assignments electronically, they should retain proof of sending. Students are strongly advised to retain copies of their assignments where possible.

## **Penalties for Late Assignments**

Expectations and grade calculations regarding penalties for late assignments must be clearly defined in the *Instructors' Course Outline*.

1. Instructors may choose not to accept late assignments beyond the stated due date.
2. Instructors may reduce the grade awarded for an assignment which is turned in late to the instructor. Where this occurs the reduction in student's grade must be proportional to the degree of lateness and be applied consistently to all assignments turned in late in the course.

## **Final Examinations in Credit Courses**

Instructors will determine whether a final examination will be set in a course in accordance with any Education Council approved department/program/discipline requirements.

1. Final examinations in credit courses of a semester length must be scheduled during the official examination period after the end of classes.
2. In the interest of planned student learning, no evaluations can be conducted in-class that, individually or in combination, are worth more than 10% of the final course grade during the last 14 calendar days of scheduled classes. (This 14 day period will be pro-rated for courses shorter or longer than a regular semester length).

Application of the 14 day rule can be modified by the following situations:

- a) Students completing assignments such as individual and/or group in-class presentations, practicum completions, and term papers whose due dates were assigned in the instructor's course outline at the beginning of the course.
- b) Faculty assigning a take-home final examination in lieu of one held during the official examination period.
- c) Faculty providing make-up assignments/tests for students whom faculty are satisfied were unable to complete assessments earlier in the semester (due to student illness, class cancellation etc.) provided the make-up assignments/tests conform to the restrictions in the "Number and Timing of Evaluations" section above.
- d) Other situations may arise where exceptions to the 14 day rule are integral to the course curriculum or its delivery, and instructors can justify why the evaluation worth more than 10% should be given prior to the examination period. Such variances must be approved by Education Council **in advance** either on a one-time basis, or, if on a repeating basis, they must be approved as part of the curriculum guidelines for the course.

3. There shall be a minimum of one full day with no scheduled classes or mandatory activities for students between the end of classes and the beginning of the final examination period of the semester.