

EVALUATION POLICY

Policy name: Evaluation	Category: Education	Effective Date: April 25,2009	Related Policies: Grading Systems	Replaces: Examination Policy
Overseen by: Vice President Education, Vice President Educational Services	Approved by: Education Council	Review Date: April 25, 2014		

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*.

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 the course and if this will be scheduled in-class or as part of the exam schedule. Final examinations will be set in accordance with any Education Council approved departmental policy and will adhere to the following restrictions:

1. No written assessment or test, or combination thereof, valued at greater than 10% may be assigned/given within 14 calendar days of the start of the exam period.

[Note A: This rule does not prevent the following from occurring within the 14 calendar day period: (a) faculty assigning a take-home final exam in lieu of one held during the official exam period, (b) faculty providing make-up tests/assignments for students whom faculty are satisfied were unable to complete tests/assignments earlier in the semester (due to illness etc.), provided the make-up tests/assignments conform to the restrictions in the "Number and Timing of Evaluations" section, and (c) students submitting assignments (e.g., term papers) during the 14 day period at the end of the course that were assigned prior to the 14 calendar day period.]

Note B: This rule also admits reasonable exceptions, provided that such exceptions are for reasons integral to the course curriculum and make clear why the assessment or test worth more than 10% cannot be given during the exam period. Instructors may request a variance for a particular section or sections of a course (in which case the variance must be renewed every semester) or, where appropriate, course designers/revisers may request that a standing variance be written into the Curriculum Guidelines governing all sections of a course. All variances under this section must be approved by Education Council and passed to the Dean/Director for information prior to their implementation. Faculty Education Committees must consider the possible inter-Departmental consequences of approving exceptions.]

2. 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 each semester.

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