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| Policy | #3-33 |
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EVALUATION OF STUDENT PERFORMANCE

POLICY STATEMENT

North Island College (NIC) requires that all courses leading to an academic program credential or a learning pathway include evaluations of student performance that are prepared and administered in a fair and reasonable manner, with quality and content appropriate to the learning outcomes of the course or program.

PURPOSE STATEMENT

The purpose of this policy is to guide how and when students are evaluated in courses that lead to an academic program credential or that are part of a learning pathway, including setting out the expectations and procedures related to final examinations.

PRINCIPLES

1. Student performance is evaluated in all courses that lead to an academic program credential or that are part of a learning pathway to ensure learning outcomes as set out in the Authorized Course Description (ACD) are met.
2. Evaluation of student performance in a course takes into account accommodations in accordance with NIC Policy #3-17 - Instructional Accommodation and Accessible Learning Services.
3. Evaluation of student performance will be aligned with course learning outcomes and is inclusive of diverse learning needs.
4. Students must receive adequate feedback (normally a minimum of 20% of the total grade) in advance of the academic withdrawal date for their program. For courses with pass/fail schemes, students will receive adequate feedback to ensure they can make an informed decision prior to the academic withdrawal date.
5. Students have the right to the opportunity to participate in all evaluations that comprise a full course grade as indicated in Guideline 1.
6. NIC supports student success by not permitting evaluations worth more than 10% of their final grade to be assigned in the last week of classes.

7. Students will have a conflict-free final examination period.

DEFINITIONS

Academic Program Credential

A named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree which requires approval of the Board of Governors (NIC Policy #3-22 - Program and Course Credentials).

Authorized Course Description (ACD)

A document defining the educational components of a course which have been approved by Education Council. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/corequisites, course description, content, learning outcomes, evaluation methods, and minimum instructor qualifications. All sections of the course must adhere to the components as listed in the ACD for that course.

Evaluation

An assessment of a student's performance in a course which counts toward the final grade achieved by the student in that course. Evaluation methods may include but are not limited to written or oral examinations and assignments, team-based projects, labs, practica, studio projects, portfolio reviews, and Indigenous pedagogical practices.

Invigilator

A person who is authorized to oversee the writing of an examination.

Learning Pathway

Academic preparation programs such as Adult Basic Education and University Studies.

Learning Outcomes

Knowledge, skills and attributes that students acquire from the course or learning experience.

Personal Electronic Device

Includes, but is not limited to, cell phones, smart watches, tablets, computers, and any device capable of communicating or receiving a notification via radio, cellular signals, Bluetooth, or the internet.

Scheduled Final Examination

An instructor-developed final examination normally scheduled in a three-hour block during the final examination period and timetabled by the Office of the Registrar for courses that align with term start and end dates. This excludes all other assessments administered at the discretion of an instructor, examinations given outside of the final examination period, or take-home examinations.

GUIDELINES

Late Registrants

1. Students who register in a class during the add/drop period, or who are granted permission to late register have the opportunity to complete any evaluations assigned prior to the date of registration.

Final Examinations

1. Scheduled final examinations are normally held during the examination period. The timeline to post the examination schedule is published on the NIC website.
2. Instructors will prepare at least two versions of a final examination in order to accommodate alternate sitting times when necessary (e.g., schedule conflicts or emergency).
3. All scheduled final examinations are invigilated by an authorized college employee or authorized designate.
4. Students are responsible for completing all their final examinations with academic integrity (see Policy #3-06 - Community Code of Academic, Personal and Professional Conduct).
5. Students are responsible to be aware of the time and date of their final examination(s).

PROCEDURES

NIC will include procedures outlining the implementation of this policy in Appendix A.

Cross Reference

NIC Policy #1-05 Records Management
NIC Policy #3-06 Community Code of Academic, Personal and Professional Conduct
NIC Policy #3-12 Instructional Key Dates
NIC Policy #3-17 Instructional Accommodation and Accessible Learning Services
NIC Policy #3-22 Program and Course Credentials
NIC Policy #3-25 Instructional Timetabling and Space Allocation
NIC Policy #3-30 Student Appeals
NIC Policy #3-31 Student Complaint Resolution
NIC Policy #3-35 Course Outline
NIC Policy #4-14 Grade System

APPENDIX A

PROCEDURES

ALL EVALUATIONS

1. The student's final grade for a course must be comprised of a minimum of three evaluative components with no single evaluation worth more than 40%.
2. Evaluations should be varied to ensure students can meet the courses' learning outcomes.
3. In recognition that there are a variety of completion and articulation requirements, some of which are determined by external bodies, the "Additional Information field" on the ACD should ensure it has any evaluation information pertinent to those completion requirements or articulation agreements.
4. No examination, test or quiz totaling more than 10% of the final grade will be administered during the last week of instruction during Fall, Winter and Spring terms or the last day of classes during Spring and Summer intersession terms. This excludes all lab examinations, clinical/practical assessments and programs or courses that do not align with term start and end dates. Courses that align with term dates may be exempted only for sound academic reasons with the approval of the responsible dean/director.
5. Take-home examinations worth more than 10% of the final mark shall not have a due date during the last week of instruction during Fall, Winter and Spring terms or the last day of classes during Spring and Summer intersession terms.
6. Evaluations totaling more than 10% of the final grade may be due in the last week of instruction as long as they were assigned prior to the final week of classes. Normally, assignments will not be due later than the last day of classes.
7. Students will not be required to write more than two final examinations in one day and will not be required to write more than two final examinations consecutively.

FINAL EXAMINATIONS

Office of the Registrar Responsibilities

The Office of the Registrar under the direction of the President or designate has the right to postpone final examinations for emergency and unexpected disruptions (e.g., inclement weather). Every effort to avoid final examination cancellation will be made, but in the event that a final examination is cancelled, students will be notified as soon as possible of the new scheduled time.

Instructor Responsibilities

1. Instructors are responsible for preparing final examinations in a timely manner in order to meet the needs of students enrolled in the various course delivery modes.
2. Instructors will assign a mark of zero to the final examination of any student who fails to attend without an approved absence.
3. Instructors are responsible for rescheduling and invigilating an alternate final examination for students excused from the originally scheduled final examination. Instructors may also communicate and liaise with Assessment Services to provide an alternate invigilation time for students who have instructor permission.
4. Instructors are responsible for informing students of any materials for use during the final examination.
5. Instructors will inform students taking digital courses how their final examination will be delivered in the course outline.

Invigilator Responsibilities

1. Invigilators will ensure that all examinations commence promptly at the scheduled time.
2. Invigilators will ensure that student identification is verified.
3. Invigilators will ensure that rules are conveyed prior to the final examination commencing, including what materials are permitted and the time parameters for starting and leaving the examination.
4. If the invigilator suspects a violation of academic integrity standards, evidence will be collected or documented. In the case where the invigilator is not the instructor, a report will be written and submitted to the instructor responsible as part of NIC Policy #3-06 - Community Code of Academic, Personal and Professional Conduct. Students will normally be allowed to continue to write the final examination and will be informed of the suspicion after the final examination.
5. Invigilators will confiscate any unauthorized materials for the duration of the final examination.
6. Invigilators will ask students who are disruptive during a final examination to leave. In the case where the invigilator is not the instructor, such situations will be documented and submitted to the instructor responsible for follow-up as part of NIC Policy #3-06 - Community Code of Academic, Personal and Professional Conduct.

Student Responsibilities

1. Students are responsible to be available throughout the full final examination period.
2. Students with final examination conflicts or with more than two consecutive examinations scheduled will be expected to initiate a resolution with their instructors. It is expected that resolution will be finalized more than two weeks in advance of the examination sitting. Students may seek direction and guidance from the Office of the Registrar.
3. Students are expected to write their final examination at the scheduled time or will be given a mark of zero on the final examination. Exceptions due to circumstances such as medical or compassionate reasons (e.g., death in the family) can be discussed with the instructor. Where possible, it is expected the student will communicate in advance with the instructor if they are unable to attend at the scheduled time. Rescheduling is at the discretion of the instructor and will not be unreasonably denied, but verification will be required. If more than one final examination is involved, the student may wish to seek guidance through the Office of the Registrar. Students are responsible to ensure their alternate final examination schedule is coordinated with and confirmed by the instructor.
4. Students will be expected to display a valid student ID or picture ID during the final examination. Students whose identity cannot be validated by the invigilator may not be allowed to write the final examination.
5. Once a final examination has begun, a student will not normally be permitted to leave the final examination and rebook at a later date. Only the instructor may authorize a rescheduling with an alternate examination.
6. Students are responsible for finding out how, when and where their final examinations will be delivered.
7. At the discretion of the invigilator, students may be admitted only up to thirty minutes after the start of a final examination, but they will not be given additional time to complete.
8. Students must not leave the final examination until a minimum of thirty minutes have passed except at the discretion of the invigilator.
9. Students are responsible for knowing what materials are approved for use during the final examination (e.g., calculator, dictionary). Personal electronic devices must remain turned off and out of sight for the duration of the examination. To prevent distraction of others, food is not normally permitted.
10. Students who are excused by the invigilator temporarily for any reason during the final examination must not take or access any materials, including personal electronic devices.