



Policy	#3-33
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Administrator Responsible:	Executive Vice President Academic & COO

EVALUATION OF STUDENT PERFORMANCE

POLICY STATEMENT

North Island College 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 Policy 3-17: Instructional Accommodation and Accessible Learning Services.
3. As set out in the ACD, the student's final grade for a course is composed of a minimum of three evaluations, with no single evaluation worth more than 40%. Exceptions may include courses that require external adjudication or have other external regulatory requirements.
4. Students will either receive an evaluation or evaluations that total not less than 20% of their final grade or for courses such as those with pass/fail grade schemes will be provided substantive feedback of their performance prior to the academic withdrawal date.

5. No examination, test or quiz totaling more than 10% of the final mark will be administered during the last week of instruction during Fall and Winter terms or the last day of classes during Spring and Summer 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 dean responsible. 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 and Winter terms or the last day of classes during Spring and Summer terms.
6. Assignments totaling more than 10% of the final mark can 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 expected to write more than two final examinations in one day and will not write more than two examinations consecutively.

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 (see 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.

Final examination

An evaluation normally scheduled at the completion of the course.

Invigilator

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

Learning Pathway

Academic preparation programs such as Adult Basic Education, English Language 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, PDAs, 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 delivered 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:

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 an 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 examinations with academic integrity (see Policy 3-06).
5. It is the students' responsibility to be aware of the time and date of their final examination.

Procedures:

North Island College will include procedures outlining the implementation of this policy in Appendix A.

Cross Reference:

Record Management #1-05

Community Code of Academic, Personal and Professional Conduct #3-06

Instructional Key Dates #3-12

Instructional Accommodation and Accessible Learning Services #3-17

Student Attendance & Performance in Courses & Programs #3-19

Program and Course Credentials #3-22

Instructional Scheduling #3-25

Student Appeals #3-30

Student Complaint Resolution #3-31

Course Outline #3-35

Grading System #4-14

Appendix A

Evaluation of Student Performance Procedures

Final Examinations

1. Office of the Registrar Responsibilities

The office of the registrar under the direction of the president or designate has the right to postpone examinations for emergency and unexpected disruptions (e.g. inclement weather). Every effort to avoid examination cancellation will be made, but in the event that an examination is cancelled, students will be notified as soon as possible of the new scheduled time. Students should expect to be available throughout the full final examination period.

2. Instructor Responsibilities

- a) Instructors are responsible for preparing examinations in a timely manner in order to meet the needs of students enrolled in the various course delivery modes.
- b) Instructors will assign a mark of zero to the final examination of any student who fails to attend without an approved absence.
- c) Instructors are responsible for rescheduling and invigilating an alternate examination at an alternate time for students excused from the scheduled sitting. Instructors may also communicate and liaise with Assessment Services to provide an alternate invigilation time for students who have instructor permission.
- d) Instructors are responsible for informing students of any materials for use during the examination.

3. Invigilator Responsibilities

- a) Invigilators will ensure that all examinations commence promptly at the scheduled time.
- b) Invigilators will ensure that rules are conveyed prior to the examination start, including what materials are permitted and the time parameters for starting and leaving the examination.
- c) Invigilators will ensure that student identification is verified.
- d) If the invigilator suspects cheating, evidence will be collected or documented and a report will be written and submitted to the instructor responsible as part of the Academic Integrity process (Policy 3-06). Students will normally be allowed to continue to write the examination and will be informed of the suspicion after the examination. Invigilators will confiscate any unauthorized materials for the duration of the examination.

- e) Invigilators will ask students who are disruptive during an examination to leave. Such situations will be documented and submitted to the instructor responsible for follow-up as part of Policy 3-06 Code of Conduct.

4. Student Responsibilities

- a) Students with examination conflicts or with more than two consecutive examinations scheduled consecutively will be expected to initiate a resolution with their instructors directly. It is expected that resolution is finalized more than two weeks in advance of the examination sitting. Students may seek direction and guidance from the office of the registrar.
- b) Students are expected to write their examination at the scheduled time or will be given a mark of zero on the 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 the scheduled sitting. Rescheduling is at the discretion of the instructor and will not be unreasonably denied, but verification will be required. If more than one course examination is involved, the student may wish to seek guidance through the office of the registrar. Students are responsible to ensure their alternate examination schedule is coordinated with and confirmed by the instructor.
- c) Students may be expected to display a valid student ID or picture ID during the examination. Students whose identity cannot be validated by the invigilator may not be allowed to write the examination.
- d) Once an examination has begun, a student will not normally be permitted to leave the examination and rebook at a later date. Only the course instructor may authorize a rescheduling with an alternate examination.
- e) Students taking distance courses are expected to schedule their own examinations either on campus or at another educational institution. Distance students will be provided instructions on how to book their final examination.
- f) Students may be admitted up to thirty minutes after the start of an examination, but they will not be given additional time to complete.
- g) Students must not leave the examination until a minimum of thirty minutes has passed.
- h) Students are responsible for knowing what materials are approved for use during the 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.

- i) Students who are excused by the invigilator temporarily for any reason during the examination must not take or access any materials, including personal electronic devices.