

Interim adjustment to Assessment, Evaluation and Grading Policy Section 4.23

This revision is specific to the return of mid-year exams, and will be reassessed at the end of the school year to determine its overall effectiveness in fostering practices where schools utilize these exams as important formative assessment tools to strengthen and enhance student achievement.

4.23 In an effort to provide meaningful feedback for teaching and learning, all assessments shall be returned in a reasonable time frame, consistent with section 4.15. Once returned students shall retain possession of their graded assessments (see section 4.24 for specific details regarding mid-year exams).

- a) Major projects and assignments shall be evaluated and returned to students, along with descriptive feedback, no later than three weeks from submission.
- b) Except in extraordinary circumstances, unit tests, quizzes, etc., will be graded and returned, with feedback, within one week from the date of assessment. Any delay will be communicated to students and be approved by school administration.
- c) Student absenteeism will not delay the return of a graded assessment (i.e., teachers will not withhold assessments of a student because another student has yet to be evaluated). Absenteeism that can be determined as an avoidance of assessment is a serious issue and should be addressed through the normal disciplinary procedures of the school.
- d) Student absenteeism will not exempt students from assessment. Upon return to school, arrangements will be made in consultation with the student to complete the missed assessment or an alternate form of the original assessment without academic penalty. In extreme circumstances, exemptions may be granted in consultation with parents/guardians, teachers, and administration.

4.24 While mid-year cumulative exams provide a summative assessment of work for the first half of the school year, they can also be effectively used as formative assessment tools to help students better understand areas where they need to make improvements. As such, it is essential that these exams be returned to students within three weeks of being written, and before the February parent-teacher conferences, to allow for review and for focused learning opportunities as follows:

- a) Once the exams are graded and passed back to students, teachers will use regular class time to present an analysis of the exam, including exemplars of appropriate answers and notations of where common mistakes were made.
- b) At a strategic time before the final exam, teachers will use some regular class time to review the mid-year exam as part of the preparation for the final exam.
- c) Teachers are encouraged, where practical, to allow students to keep their mid-year exams after they are passed back and reviewed at mid-year (as per Section 4.24a above).

However, teachers who choose to ultimately retain the mid-year exams, will do so under the following conditions:

- i. Students will be given the opportunity to review their mid-year exams during regular class time, and throughout the remainder of the year upon request at a time deemed appropriate by the teacher and suitable to the student.
- ii. At a strategic time before the final exam, teachers will use some class time to make the mid-year exam available to all students for review and preparation for the final exam.
- iii. The mid-year exam will be made available to parents and their child(ren) upon request, and such arrangements will occur in the school with the teacher present (i.e., during parent-teacher interviews or other specially arranged meeting).