

SUBJECT

Student Assessment and Evaluation

Student Assessment and Evaluation Policy #A-26

Document reposted December 2018. No change to content.

NOTE

Students must be kept informed of their progress during the semester. Results of all assignments and tests must be communicated to the students in a timely fashion. The results of the final exam for the subject. Tests must be reviewed with the students; however, the test may or may not be returned to the student.

I. Student Assessment and Evaluation

1. At the beginning of each course, the faculty member will stipulate clearly and in writing, in course outlines, course outline addendums, placement or practicum manuals, program policies and procedures documents, etc. the criteria to be used in assessing the students' work for the course.
2. In determining final standing in any course, the assessment of the work of the entire academic semester or level is taken into consideration: exams, tests, essays, reports, placement, etc.
3. Where a course or program demands special attendance regulations such as labs, clinical practice, practicum, fieldwork placement, etc. the attendance details will be specified in writing and provided to all students at the beginning of the program or course. In the case of sponsored students, attendance details and reporting of progress will be relayed by the sponsoring agency directly to the student and to the College where applicable. Students in the College and Career Preparatory Studies Program should refer to the attendance requirements outlined in the Policy and Procedures Handbook

II. Grading, Promotion and Requirements to Graduate

1. Grading System

Refer to the [Student Assessment and Evaluation Policy #A-26](#) for complete list of grades, grading values and definitions.

- * A Compassionate (Aegrotat) grade [displayed on transcript as 'NG'] may be offered when a student whose performance over the majority of the course is fully satisfactory but is prevented from writing one or more final examinations for reasons beyond his/her control.

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If a student is in this category, the following should occur:

1. The student informs the appropriate faculty member or coordinator as soon as possible.
2. For each course involved, the professor consults with the **Vice President / Dean** to determine if a compassionate grade will be offered.

The student has the right to deny the compassionate grade and complete the course requirements at a time mutually agreed upon with the professor.

2. Promotion meetings are held at the end of each semester.

To move from one academic achievement level (AAL/semester) to another, the minimum grade point average (GPA) of 1.7 (for most programs) must be attained.

Students who attain a GPA of less than 1.7 must meet with their program Coordinator to discuss continuation in the program.

Students should consult departmental policies and manuals to determine the minimum GPA requirements for their program.

Students in College and Career Preparatory Studies should refer to the Program Policies and Procedures Handbook to determine the GPA and time limits required to move from one level to the next.

With Distinction: Students who maintain an average GPA of 3.5 (or 87.50%) in their last 2 semesters of study, while studying on a full-time basis, will have a notation of "With Distinction" on their transcript.

3. Statement of Academic Achievement – Transcript

The College record of a student's academic achievement is maintained by the Registrar's Office.

At the end of each semester, or course, or level, students will be provided a transcript. This transcript records the standing achieved in each course, the term Grade Point Average (GPA), and the program Grade-Point Average (GPA).

On the basis of this standing the students are advised whether or not they May proceed.

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III. Testing, Examination and Supplementals

1. Testing

- a. It is the professor's right to give scheduled tests.
- b. The professor will inform the class of any test **at least one week** in advance of the test date. It is the student's responsibility to attend class and be informed of scheduled test dates.
- c. All tests, whether scheduled or unscheduled, will be weighted as established in the course outline, mapped to the learning outcomes
- d. The results of all tests, will be recorded by the professor and are part of the overall student evaluation.
- e. No more than two tests per day may be scheduled for a students in a program.

2. Examinations **Note – an exam is as defined in the course outline**

Invigilation of examinations

All exams must be invigilated. Invigilation of exams is the responsibility of the faculty member or Accessibility Services either directly or be delegation. Faculty members must be available during their exams.

Examination preparation

- a. All exams must be digitized and proofread.
- b. The exam is submitted to the Dean by the faculty member by the date posted in the Academic Calendar or Departmental Manual or as determined by the Department.
- c. Upon final approval from the Dean, one copy of the exam is given to the faculty member to be kept in a SECURE location.
- d. The department arranges for safekeeping and distribution of exams.
- e. Each department is responsible for providing exam supplies (e.g. paper)
- f. Exam attendance sheets (section lists) are obtained from the department.
- g. Exam schedules are established by each department in collaboration with other departments and sites. No more than two exams per day may be scheduled for students in each program.
- h. Exam schedules are posted at least 3 weeks before the first scheduled exam.
- i. Special request from students, not registered with the Special Needs Department, to allow them to write exams outside the scheduled exam period must be approved by the faculty member and coordinator.

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Examination Room Rules

Students must sign an examination attendance sheet.

- a. Students must have the permission of the invigilator to enter the exam room after the first half-hour and no student will be allowed to enter the exam room after one hour for the purpose of writing the exam, unless under exceptional circumstances and with the approval of the professor.
- b. Students entering the exam room late must sign in and provide a reason for being late. It is up to the invigilator to determine if the student will be allowed to write the exam.
- c. Students needing to use the washroom must sign out and in and/or may be escorted to the washroom by a staff member.
- d. All books, paper, and other materials/devices not pertinent to the exam being written must be placed in a designated location in the exam room.
- e. All examination materials are the property of the College and must be left in the exam room.
- f. Use of electronic devices during the exam is stipulated by the professor.

The Dean is to ensure that a sample copy (in both hard and electronic format) of an exam is placed in the Learning Resource Center of the respective site. This sample exam must reflect the format and content of the actual exam. Students studying at a distance can access the sample exam by contacting the appropriate LRC for access.

Some exceptions to this rule may be

- Copyright questions
- Exam/questions controlled by external organizations.

Release of Exam Grades

- a. A student has the right to review his/her earned marks.
- b. When requested and with sufficient notice, the faculty member shall provide access to the student to review his/her marks while respecting the confidentiality of other students.
- c. Such access shall not be unreasonably withheld.
- d. Should a faculty fail to provide access, the student may formally request access through the Dean.
- e. Nothing in the foregoing limits or restricts a student from accessing such information under the Freedom of Information and Protection of Privacy Act.

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Post Exam

- a. The marked exams must be signed in a Student Services within one month of the promotion meeting.
- b. Student Services is responsible for keeping the exams until the completion of the subsequent semester.

3. Supplementals may be granted

A student who does not meet the minimum requirements of a course, but has a term mark of "C" (60-69%) or better in that course prior to any other form of final evaluation and who does not succeed in the course as a result of the final evaluation **may** be eligible for a supplemental. The decision will be based on the student's performance in class during the term, and attendance, where attendance is critical component in a course (i.e. labs, practicums, etc.).

The maximum final grade attainable in this case is 60% (C). If the student does not successfully complete the supplemental, the grade prior to the supplemental will stand and the student may be required to retake the course.

The following programs are regulated through provincial examinations and require a passing grad of "B" (70-79%)

- Primary Care Paramedic
- Fire to Paramedic Bridging
- Pre-Service Firefighter Training & Education

A student enrolled in one of these programs who does not meet the minimum requirements of a course, but has a term mark of "B" (70-79%) or better in that course prior to any final evaluation and who does not succeed in the course as a result of the final evaluation **may** be eligible for a supplemental. The decision will be made based on the student's performance in class during the term and attendance, where applicable.

The maximum final grade attainable in this case is 70% (B). If the student does not Successfully complete the supplemental, the grade prior to the supplemental will Stand and the student may be required to retake the course.

In any semester, no more than two (2) supplementals may be completed.

- A supplemental fee must be paid at Student Services and the receipt must be provided to the professor prior to being allowed the supplemental.

Please refer to the Ancillary Fees Schedule posted at the Student Services Office or www.northern.on.ca/noncompulsory-ancillaryfees for current fees.

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- The student will confirm his/her intention to proceed with the supplemental five (5) days prior to the date of the supplemental.
- The supplemental must be undertaken, evaluated, and processed by the date stipulated in the Academic calendar for adding courses prior to graduation if the course is a requirement for graduation.
- If a student fails a supplemental he/she may not challenge the course through Challenge by Examination until one (1) full academic semester has passed.

4. Special Circumstances for Supplementals

A supplemental, specifically additional time, may also be granted to students who for reasons beyond their control (e.g. death in a family, illness, and other emergencies) are unable to complete the course within the allotted timeframe.

- There is no limit to the number of supplementals in this case.
- There is no fee in this case.
- Additional time granted to finish a course must be completed by the late registration deadline of the next scheduled academic term of the student's program. Failure to do so will result in a grade of "Zero" (Fail) in the course.

IV Repeated Courses

- a. To repeat a course, the student must register in the course and may pay a fee at Student Services.
- b. The student is to be advised that timetable conflicts may occur for repeated. courses
- c. All Grades are recorded on the student's transcript. If a course is repeated to replace a failed or lower grade, the higher grade will always be used to compute averages or to determine standing. The failed and/or lower grade, however, remains on the transcript.
- d. A student repeating a failed course is bound by any new revision to course content or hours made to that course.

The [Student Assessment and Evaluation Policy \(A-26\)](#) and [Procedure \(A-26-PR-1\)](#) encompasses the following policies, therefore, declaring them redundant effective August 2016.

- A-8 Evaluation and Tracking of Student Progress
- A-9 Faculty Procedures for Exams
- A-15 Protocol for Assignments, Tests and Exams
- A-17 Repeated Courses
- A-19 Supplementals

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