



SUBJECT	Protocol for Assignments, Tests, and Exams
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BACKGROUND

To demonstrate that we are accountable to our learners we will ensure that we are consistent in our approach to student evaluation; assignment, test and exam protocol in particular.

At the beginning of each semester, faculty must stipulate clearly and in writing, in course outlines, course outline addendum, placement or practicum manuals, etc., the criteria they use in assessing their students' work during the ensuing semester. Such criteria may include an attendance clause, the completion of assignments and method of evaluation.

Departmental policies may allow for differing evaluation plans among various courses and programs.

Further, the Freedom of Information and Privacy Act provides individuals with a right of access to personal information. The legislation allows the head of an institution to release information voluntarily in the absence of a written request, or in response to an oral request, provided that nothing in the Act prohibits the release of that information. Since the release of exam and semester marks falls into the category of the right of the student to obtain information of a personal nature, Northern College will allow the release of this information to the student.

POLICY

1. All courses of a program will include a formal method of evaluation as stipulated in the course outline or addendum.
2. Students may have access to their marks on an ongoing basis.
3. Students may have access to their final exam marks after the grades have been finalized as a result of a promotion meeting.
4. A letter grade and a percentage grade will appear on the transcript.

PROCEDURE – GENERAL

1. Assessment of student performance and the assignment of a grade in each course is the responsibility of the faculty member teaching the course as guided by departmental policies.
2. In determining final standing in any course, the work of the entire academic semester is taken into consideration: exams, tests, essays, reports, placement, etc.
3. 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

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results of all term work will, whenever possible, be communicated to the student prior to the writing 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.

PROCEDURE - ASSIGNMENTS

The professor will clearly outline, in writing, the requirements for successful completion of assignments (including the evaluation method) and will direct the students as to the location of these requirements (e.g. course outlines, course outline addendum, practicum/placement manuals, departmental manuals).

PROCEDURE – TESTING

1. It is the professor’s right to give scheduled tests.
2. The professor will inform the class of any scheduled 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.
3. All tests, whether scheduled or unscheduled, will be weighted as established in the course outline.
4. The results of all tests, whether scheduled or unscheduled, will be recorded by the professor and may become part of the overall student evaluation.
5. No more than two tests per day may be scheduled for students in a program.

PROCEDURE – EXAMINATIONS

1. EXAM SCHEDULING

- a) 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.
- b) Exam schedules are posted at least 3 weeks before the first scheduled exam.
- c) Any special requests from students not registered with the Special Needs Department to allow them to write exams outside the scheduled exam period will have to be approved by the faculty member and Coordinator.

2. EXAMINATION ROOM RULES

- a) Students must sign an examination attendance sheet.
- b) All students must stay in the exam room for at least one hour.
- c) Students must have the permission of the invigilator to enter the exam room after the first

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	<p>half-hour and no student will be allowed to enter the exam room for the purpose of writing the exam <u>one hour</u> after the start time unless under exceptional circumstances and approved by the professor.</p> <p>d) 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.</p> <p>e) Students needing to use the washroom must sign out and in and/or may be escorted to the washroom by a staff member.</p> <p>f) 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.</p> <p>g) All examination materials are the property of the College and must be left in the exam room.</p> <p>The use of electronic devices during exams is prohibited, unless authorized by the professor. Violation will result in receiving a grade of zero for that exam.</p> <p>3. <u>POST EXAM</u></p> <p>The Executive Regional Director/Associate Regional Director/Director is to ensure that a sample copy (in both hard and electronic format) of an exam* for courses that have exams 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 and having it emailed to them.</p> <p>*Some exceptions to this rule may be:</p> <ul style="list-style-type: none"> • copyright questions • exams/questions controlled by external organizations. <p>4. <u>RELEASE OF EXAM GRADES</u></p> <p>a) A student has a right to review his/her earned marks.</p> <p>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.</p> <p>c) Such access shall not be unreasonably withheld.</p> <p>d) Should a faculty fail to provide access, the student may formally request access through the Executive Regional Director/Associate Regional Director/Director.</p> <p>e) Nothing in the foregoing limits or restricts a student from accessing such information under the Freedom of Information and Protection of Privacy Act.</p> <p>General Notes</p>

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<p>Reference to this policy will be made in all course outlines.</p> <p>Individual results of any type of student evaluation will not be publicly displayed in any way that would identify the particular student by name. It is permissible to post results by student ID number as long as the ID numbers are not identifiable.</p> <p>Students who qualify for accommodations through the Special Needs Department should refer to the Special Needs Department for information related to this policy.</p>	

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