

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	D. Student and Academic
SUBJECT:	Assessment
POLICY NUMBER:	D33
CROSS REFERENCE:	D21 Course Development and Revision D24 Academic Scheduling and Timetabling
NEW \ REVISED	
Administrative Services Committee	Academic Council
	February 9, 2017

POLICY STATEMENT

The provision and administration of a fair system of assessment is essential to maintaining academic integrity at Olds College. This is accomplished by following the procedure section in this policy. This policy applies to courses within certificate, diploma, post diploma certificate and applied degree programs.

Definitions

- Assignment: An assessment normally involving the application of theoretical concepts or practices, covering specific course competencies or outcomes.
 - Project: An assessment normally involving the application of theoretical concepts or practices, covering a range of the course competencies or outcomes; normally carried out over a period of time with clear expectations and due date.
 - Quiz: An assessment related to specific course competencies or outcomes.
 - Test: An assessment covering a range of course competencies and objectives, normally larger and more rigorous than a quiz.
 - Final Exam: A cumulative assessment covering all course competencies, and is conducted during the final exam period.
 - Invigilator: Instructor of the course unless otherwise approved by the Dean.
 - Final Exam Period:
 - Semester-based 15-week courses: The final exam period is the designated Final Exam Week. The only assessments that may be held during the final exam period is a quiz, test, or a final exam and must be clearly stated on the course outline.
 - Spring and Summer semester and courses not following the semester based 15-week format: The final exam period is the last three working days of the course. An assignment, project, quiz, or test may be held any time during the course or during the final exam period. Final exams are limited to only the final exam period.
 - Summative Assessment: An assessment method that evaluates student learning by comparing it against the standards outlined in the competency profile (assessment *of* learning). Summative assessments only include assignments, projects, quizzes, tests, and/or the final exam as indicated on each course outline.
 - Formative Assessment/Activity: An assessment method that monitors student learning and provides ongoing feedback that can be used by students to improve their learning and by instructors to improve their teaching (assessment *for* learning).
1. Summative assessment of students only occurs by assignment, project, quiz, test, and/or the final exam, and must be indicated on the course outline and based on the competency statements outlined on the course competency profile.
 2. Formative assessment of students may occur with a variety of methods and must follow the competency statements outlined on the course competency profile. Not all formative learning activities need to be graded.

3. At the beginning of the course, instructors will communicate to students the intended dates for summative assessments worth more than 10%.
4. Instructors will mark and return assessment grades to students in a timely manner. A final exam grade does not need to be returned to students.
5. For courses using the standard letter grading system, students should receive a minimum of 20% of their final grade by the midpoint of the course.
6. A final exam shall be worth no more than 50% of the students' final grade. Exceptions may be considered and approved by the Director of Educational Technology and Curriculum (ETC) and Dean/Chair.
7. Final Exam Period for courses following the semester-based 15-week format:
 - a) For a course to have a quiz, test or final exam assessment during this period, it must be indicated on the course outline.
 - b) The Office of the Registrar will schedule all quizzes, tests and final exams for the final exam period and will provide a first draft to Chairs. The final version will be published to Instructors, Chairs and students by the end of the second month of the semester.
 - c) All final exam period assessments will be scheduled in three (3) hour blocks.
 - d) All attempts will be made to schedule assessments for sections of the same course at the same time.
 - e) Students will not be required to attend classes or engage in any other scheduled activities during the final exam period, unless approved by Dean/Chair with timely notice to students.
 - f) No quizzes or tests can be held in the last five (5) working days prior to the final exam period.
 - g) Assignments and projects must be assigned prior to the last five (5) working days before the final exam period and must be due on or before the first day of the final exam period.
 - h) Change of Time and/or Location Requests: Students are expected to make themselves available at the scheduled date, time and place. Under extenuating circumstances (critical personal or family illness, religious observance or other serious circumstances beyond the control of the student) a student may apply in writing to the Registrar to have the date, time and/or location altered. When requests for special consideration are received in writing, the Registrar will work in a timely manner to make a decision and communicate it to the student and Chair. Timeframes will vary according to the complexity of the issue. If approved, students may be required to write a modified assessment or meet any other conditions that may be set by the Registrar in consultation with the appropriate faculty member/Chair/Dean. The decision to approve any application is at the sole discretion of the Registrar.
8. Final Exam Period for courses in the Spring and Summer semesters and for courses not following the semester-based 15-week format:
 - a) The final exam period is the last three (3) working days of the course.
 - b) An assignment, project, quiz, or test may be held any time during the course or during the final exam period. Final exams are limited to only the final exam period.
 - c) For a course to have a final exam during this period, it must be indicated on the course outline.
9. For semester-based 15-week courses, final grades must be submitted to the Office of the Registrar by 4:30 p.m. on the second working day after the end of the final exam period. For Spring and Summer semester courses and for courses not following the semester-based 15-week format, all final grades must be submitted to the Office of Registrar by 4:30 p.m. on the second working day following the last day of class. The responsibility for communicating official final grades to student's rests with the Office of the Registrar.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President Academic and Research. This policy is to be reviewed every five (5) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	C33 Assessment	
NEW \ REVISED		
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
	February 9, 2015	

Student Responsibilities:

1. Students must not plan activities or make travel arrangements that conflict with the final exam period.
2. Students with extenuating circumstances are responsible for providing, in writing, information/evidence to the Registrar to ensure that an informed decision is made. Requests must be made at least four (4) weeks prior to the start of the final exam period. Exceptions may be made for unexpected critical personal or family illness or other serious circumstances beyond the control of the individual.
3. Students with conflicts must report the conflicts, in writing, to the Office of the Registrar at least four (4) weeks prior to the start of the final exam period. A conflict is considered to exist when a student has two assessments that are scheduled to be written at the same time on the same day.
4. Students are expected to arrive on time. Students will not be admitted to the room after the assessment has commenced. At the discretion of the Invigilator, students may be admitted to the room after commencement.
5. Students must be prepared to provide valid Olds College Student photo ID or other official photo ID upon request from the Invigilator. Students who do not have official photo ID will be permitted to write the assessment but are required to produce appropriate ID to the Dean/Chair or his or her designate within one (1) business day, or the results will be void.
6. Students must ensure that electronic devices are turned off and out of sight in the room unless otherwise indicated by the course Instructor/Invigilator.
7. Students can ask the Invigilator for clarification if aspects of the assessment are unclear but should be aware that invigilators will not answer any questions that infringe upon academic integrity.
8. Students will not communicate with anyone in any manner whatsoever, unless permitted by the Invigilator.
9. Students must cease all work at the conclusion of the assessment. The Invigilator may seize the work of students who fail to observe this requirement and a penalty may be imposed at the discretion of the Instructor.

Invigilator Responsibilities:

1. All assessments scheduled for the same time in a given room must commence at the same time.
2. Invigilators will be familiar with the assessment so that clarification can be provided to students if requested and help students in any way that does not infringe on the integrity of the exam.
3. Invigilators will ensure that the assessment is conducted in accordance with the Olds College Assessment Policy.
4. Invigilators will ensure seating arrangements for the students respect the integrity of the assessment process.
5. If students are unknown to the Invigilator, the Invigilator may request official photo ID from the student.
6. The Invigilator must make every effort to remain in the room. If assistance is required during the assessment, the Invigilator is responsible for contacting appropriate support.
7. Invigilators will assume responsibility in the event of an emergency situation and will follow appropriate emergency protocol. In such events, safety and security always take priority over other considerations. All materials should be left in place. It is the responsibility of the Invigilator to determine whether the assessment can be restarted or cancelled and a make-up assessment scheduled. When possible, the Invigilator should contact the Dean/Chair for assistance in making the decision.