

### **BMLSS ASSESSMENT EVALUATION OVERVIEW:**

At Bracebridge and Muskoka Lakes Secondary School, our Assessment and Evaluation procedures are guided by Growing Success: Assessment, Evaluation and Reporting in Schools, Grades 1 - 12. 2010.

Students are responsible for providing evidence of their achievement (product, conversation, observation) of the overall expectations of the curriculum in a form approved by the teacher and within the timelines provided by the teacher.

Our assessment practices will include strategies to encourage timely submission of summative tasks. If a student fails to meet an assessment timeline, there will be consequences. In these situations, parents/guardians will be notified and students may be assigned to lunchtime study hall, after school study hall, withdrawal from extracurricular activities to complete assessments and/or late penalties up to and including a zero on the assessment. A zero on an assessment will be determined in consultation with school administration. We appreciate parent/guardian involvement in supporting students at home when they become aware of upcoming and/or missed assessment due dates.

### **Missed Classes**

Students are responsible for catching up on any learning, work and assignments if they miss class. Whenever possible, students must inform the teacher ahead of time if they are going to be absent for a class. Communication is key.

### **Academic Dishonesty:**

Academic dishonesty is the use of others' ideas, artificial intelligence or materials to gain an academic advantage.

Examples of academic dishonesty include but are not limited to:

- use of artificial intelligence (AI) [Examples include but are not limited to ChatGPT, Snapchat AI, Playground AI]
- cheating, using unauthorized notes, or copying others answers on assignments, tests, or exams,
- substituting or impersonating for another student
- paying or asking someone else to write an essay and submitting it as your own work
- obtaining information in whole/part of an unauthorized test or exam beforehand
- giving assignments, test or exam answers to other current and potential students
- use of a phone during an exam or test
- adding references to a bibliography/works cited/references page that are not used in the assignment
- exaggerating or fabricating data in reports etc.
- using another's work, words or ideas without giving proper credit
- using another's work, words or ideas for an assignment that requires original ideas

Plagiarism is a serious academic offense. As such, many education providers, including TLDSB, purchase online services that identify plagiarism in student work.

Students should be aware that post secondary institutions frequently remove students from courses or entire programs for plagiarism and other forms of academic dishonesty.

Where a student has been found to have plagiarized material – whether a single sentence, a paragraph or an entire assignment, the teacher and administration will follow progressive discipline.

**First Incident:** The teacher(s) will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. Students will be assigned a zero for the plagiarized questions and given an opportunity to resubmit those questions or at the teacher's discretion, an alternative assignment. Marks will be awarded for any resubmitted questions or an alternative assignment. The student will be required to meet in a conference with the teacher to review the work and go over the expectations regarding academic dishonesty.

**Second Incident:** The teacher will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. The student will receive zero on the entire assignment. The students will be required to meet in a conference with the teacher and an administrator to review the work and go over the expectations regarding academic dishonesty.

**Third Incident:** The teacher will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. Where a student has shown a pattern of plagiarism despite warnings, the consequence will be a zero on the assignment and may include a suspension. Students and guardians will be required to meet with the principal to discuss next steps.

#### **Late Assignments:**

- 1) Students are responsible for their behaviour as well as for providing evidence (product, conversation, observation) of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher.
- 2) After preventative measures have been put into practice, a teacher may assign up to a 10% penalty (applied to the mark) using their professional judgement after the first deadline is missed. If this happens, a second deadline or alternative mode of demonstrating understanding must be negotiated in a student/teacher conference which includes the BMLSS Student Success Team.
- 3) Teachers, in consultation with school administration, may deduct marks up to and including a zero for missed assignments when a school's full range of interventions fail to result in student demonstration of learning. Where this involves a student with special needs, the Head of Specialized Service must be involved. Teachers and administrators will consider factors such as preventative interventions already in place, as well as frequency of student submitting work late.

#### **Attainment of Honours:**

To provide a consistent and uniform platform upon which all students will be treated fairly and equitably in our 9 secondary schools, TLDSB institutions use the following criteria:

Honours will be awarded to a student based on achieving an 80% average in courses under the conditions listed below:

- 1) Grade 9 and 10 students (80% average for 8 courses)
- 2) Grade 11 students (80% average for 7 courses)
- 3) Grade 12 students (80% average for 6 courses)

Calculations are to incorporate marks generated from alternate forms of delivery including:

VLC, coop, summer school, and alternate education credits.

The summer school credit should be applied to the year that best advantages the student in the attainment of honours.

**Evaluation Procedure:**

Evaluation is the process of determining a level of student achievement of the Overall Expectations for a course, which is recorded as a midterm or final grade on a report card.

Students will be given numerous and varied opportunities to demonstrate their achievement of the Overall Expectations from evidence collected over time from three different sources – observations, conversations and student products.

In determining a report card grade, teachers use their professional judgment to interpret the evidence of student achievement which reflects the student’s most consistent level of achievement with special considerations given to the more recent evidence.

The final grade is determined by the following breakdown:

**Term Evaluation - 70%:** Seventy per cent of the grade will be based on evaluation conducted throughout the course.

**Final Evaluation - 30%:** Final demonstrations of learning (culminating activities and/or final examinations)

The culminating assignment will occur during the **final third** of the semester and the final exam will occur during the **exam period**.

**Cellphones and laptops:**

Cell Phones and associated technology needs to be **off and away**- this includes earbuds and headphones

Progressive Discipline:

1st time- student gets warning from teacher and teacher sends email home stating that they have warned the student and that if they are caught with their cell phone again they will be referred to an administrator- email template provided in the Laker Lowdown

2nd time- send directly to the office- teacher to call office to let them know that student is coming. Administrator will confiscate phone for the remainder of the day and the student can pick it up **after 3:10pm**

3rd time- send directly to the office- teacher to call the office to let them know that a student is coming. Administrator will confiscate the phone until a parent or guardian can come to the school to get it.

Chromebooks should be closed unless the student is working on coursework or assignments and will follow the direction of their teacher.

**Reporting:**

**Student achievement will be reported in all courses at the following times during Semester #1:**

Progress Reports Issued –September 27, 2024

Parent-Teacher Interviews – October 3, 2024

Midterm Marks due – November 6, 2024

Midterm Reports Issued – November 12, 2024

Withdrawal – November 15, 2024

Final Exams – January 19-25, 2025

Final Marks due -February 3, 2025

Final Marks Issued - February 6, 2025

\*TLDSB dates may be subject to change

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