

Graded Assessments Completion Policy

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Policy Name	Graded Assessment Completion	Approved By	SALT Director
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Policy Owner	Academic Director	Next Review Date/Mandated Review	July 2027
Policy Lead	SALT Manager	Revision History	
Department	SALT		

Policy Purpose

The purpose of this policy is to ensure equitable, consistent treatment of students across all graded assessments, including exams, assignments, or any other program requirements. It also established clear definitions for the completion of graded assessments, as well as guidelines for feedback, accommodations and rewrites.

Definitions

Include any relevant definitions of terms used in this policy.

- **Dean:** Primary liaison for student satisfaction; handles issues or complaints while also providing support for students and enforcing college policies.
- **Exam reviews:** Sessions where students can review their exam performance and receive feedback.
- **Faculty:** Academic department responsible for delivering course content, providing student support, and organizing and administering exams for a specific program. Includes program managers, instructors and learning assistants.
- **Graded assessment:** Any form of evaluation or examination in which students' performance is assessed and assigned a grade based on predetermined criteria, reflecting their comprehension, skills, and proficiency in a given subject or area of study.
- **Moodle:** An online learning platform or learning management system (LMS), used for course materials, assignments, and exam scheduling.
- **Practical exams:** Exams that assess hands-on skills and require students to demonstrate proficiency in specific tasks.
- **SALT Department:** Department responsible for coordinating accommodations for students with disabilities.
- **Student Success Centre (SSC):** MaKami's resource centre where students can access tutoring services, schedule exam retakes, and receive academic support.
- **Theory exams:** Graded assessments designed to evaluate a student's understanding of conceptual knowledge and principles within a particular subject or field of study.

Scope

This policy applies to all students enrolled at MaKami College.

Policy Details

1. Graded assessments
 - 1.1. Students are expected to complete all graded assessments with a minimum passing grade of 65%, or the specific minimum grade determined by their program or by the course. Successful completion of these assessments is crucial, as it directly contributes to the completion of individual courses, which are mandatory for graduation from programs at the College.
2. Assignments
 - 2.1. Assignments are learning tools with predetermined passing grades as outlined in the course syllabus or outline.
 - 2.2. Opening and closing dates for assignment submission are defined in each assignment on Moodle.
 - 2.3. Some assignments are mandatory for program completion, as indicated in the in the course syllabus or outline.
3. Exams
 - 3.1. Exams are held according to the schedule provided by each program's faculty. These dates are listed in the in the course syllabus or outline and on Moodle.
 - 3.2. Students must attend scheduled exams unless they have been issued a modification. Failure to attend a scheduled exam or to obtain a modification will result in a 10% grade deduction.
 - 3.3. Any changes to the schedule will be communicated in advance.
 - 3.4. Late Arrivals
 - 3.4.1. Late arrivals to scheduled exam times are subject to instructor discretion for entry.
 - 3.4.2. If denied entry, students may schedule a time to take the exam at the SSC, subject to a 10% grade deduction.
 - 3.5. Identification
 - 3.5.1. Identification is required only for specific exams, such as the HCA Provincial exam or other regulated exams offered at the College.
 - 3.6. Materials/Electronic Devices Allowed
 - 3.6.1. In person theory exams are done in a closed book format. No notes or electronic devices are permitted during these exams unless explicitly authorized by the instructor or exam administrator.
 - 3.6.2. Failure to comply will result in penalties as outlined in the Student Code of Conduct policy.
 - 3.7. Exam Regulations
 - 3.7.1. Students must adhere to all exam regulations provided by the instructor.
 - 3.7.2. Non-compliance may result in mark deductions as outlined in the Student Code of Conduct policy.
4. Cheating and Plagiarism
 - 4.1. Any form of cheating or plagiarism during exams will result in disqualification and potential disciplinary action following the Student Code of Conduct policy.

5. Accommodations and/or Modifications
 - 5.1. Modifications and accommodations are available for eligible students.
 - 5.2. Students requiring accommodations must contact the SALT Department in advance.
 - 5.3. If a student does not schedule or complete the assessment during the timeframe outlined in the modification, a penalty of 10% will be applied to the final grade of the assessment.
6. Graded Assessment Retakes
 - 6.1. Students that receive a grade below the passing mark are recommended to retake assessments within two weeks.
 - 6.2. Exam rewrites are conducted at the SSC during working hours. Please check with the SSC for updated hours.
 - 6.3. Once a passing mark is achieved, no further rewrites are permitted.
7. Grading and Feedback
 - 7.1. Grades will be provided within 5 business days.
 - 7.2. Students may request feedback for any graded assessment from faculty during office hours or via email.
 - 7.3. Exam reviews are conducted in the SSC during working hours, self-led unless faculty or SSC learning assistant support is requested in advance.
8. Graded Assessment Security
 - 8.1. Various measures are in place to safeguard the security of examination materials and maintain the integrity of the examination process. This includes secure storage of exam papers, restricted access to exam rooms, and the use of proctors to monitor exam conditions. Additionally, randomized question banks and unique exam versions may be employed to prevent unauthorized sharing of information.
 - 8.2. Students must not engage in behavior compromising the security of any graded assignments as outlined in the Student Code of Conduct policy.
9. Conflicts and Issues
 - 9.1. Any issues or conflicts related to graded assignments should be reported to faculty promptly for resolution following the Appeals and Conflict Resolution Procedure.
10. Policy Compliance
 - 10.1. All students are expected to comply with this policy and additional instructions provided by faculty, SALT or SSC personnel for each graded assessment.

Relevant Documents or Legislation

- Student Code of Conduct Policy
- Appeals and Conflict Resolution Procedure

Revision History Details