

Procedure Information	
Related to Policy No:	E-1.50
Approved by:	Education Council
Approval Date:	May 9, 2023
Date of Next Review:	May 2028

EVALUATION OF STUDENT LEARNING PROCEDURES

Definitions

Course Instructor

Individual or team of individuals responsible for teaching and assessing students in a course and for assigning the final grade in that course.

Course Outline

The information regarding the content, structure, and administration of a course that cannot be altered without the prior approval of Education Council (EDCO).

Course Syllabus

Contains required and common components from the EDCO approved outline plus information specific to the instructor, section, and semester.

Credit Course

Course taken for credit towards a credential.

Evaluation

Judgment of the level of a student's achievement in a course relative to reasonable expectations and learning objectives reflected in student work (assessments) and, where applicable, the assignment of a grade to that work.

Exam

A comprehensive, formal test of a person's knowledge or proficiency in a particular subject or skill.

Progression Grade

Grade required to satisfy pre-requisites and/or graduation requirements.

Mid-term examination

A formal test that contributes to final grades. This does not include laboratory assessments.

Standing Deferred (SD)

A temporary grade assigned to a student's academic record when there is outstanding course work, that due to extenuating circumstances, the student requires more time to complete. The student's final grade is assigned at the conclusion of the Standing Deferred Grade Agreement as defined in the Grading System Procedures.

Standing Deferred Grade Agreement Form

A form completed by the instructor and signed by the student which specifies outstanding assignment(s) and/or examination(s) required for the course, and the students' current earned grade when the Standing Deferred (SD) form was initiated. See Standing Deferred Grade Agreement form.

Student

Individual who is enrolled in a course at the College.

Working Day

As defined in the Faculty Association Collective Agreement in 1.10.19 and 1.10.20.

Procedures

1. General

- 1.1. Instructors will provide clear evaluation methods and tentative course work completion dates as part of the course syllabus (See Course Outline and Course Syllabus policy E-1.31)
- 1.2. For courses 8 weeks or longer, interim or midterm grades and final grades will be entered into CNC's Student Information system (i.e. CNC connect) and will be reviewed by the relevant Educational Administrator.
- 1.3. Courses involving work integrated learning opportunities such as: internships, practical, placements, or S/U grading will provide students with documented feedback regarding their progress throughout the evaluation period.
- 1.4. Evaluations will be scheduled throughout the course to allow for timely feedback to students before the next evaluation.
- 1.5. Final grades will be calculated as described in the Grading System policy E-1.22 or in the manner specified by an external agency or accrediting or licensing body.
- 1.6. Graded work that was not returned to or picked up by the student will be retained by the instructor for one (1) year following the submission of the final grades in compliance with BC's Freedom of Information and Protection of Privacy Act.

1.6.1. In the case of part time or sessional instructors, the work will be submitted to the department coordinator or school's educational administrator.

1.7. If requested, instructors must allow students to review their graded work. If the work is not being returned (i.e., final exam), the student has the right to review the graded work in the presence of the instructor or a designated college employee.

1.8. Consequences for submitting late work will be outlined in either the course syllabus or the specific description of the assignment.

2. Evaluation Methodologies

2.1. A variety of evaluation methodologies may be used to assess a student's performance. These include but are not limited to:

2.1.1. tests, examinations, and quizzes;

2.1.2. lab, clinical, shop, and PLAR assessments;

2.1.3. homework and problem-based questions;

2.1.4. term papers and essays;

2.1.5. case studies and applied learning;

2.1.6. individual and group projects;

2.1.7. class presentations;

2.1.8. field work, field exercises, work integrated learning reports;

2.1.9. worksite evaluations;

2.1.10. online presence or in-person attendance; and

2.1.11. participation.

2.2. The number and complexity of assignments are at the discretion of the instructor, in accordance with the course syllabus and administered in a way that promotes academic integrity and supports student learning and academic success.

2.3. Evaluation methods will be weighted relative to the importance of the course learning outcome(s) to be measured.

2.4. No single evaluation component of a course will be weighted at more than 40% of a final grade, except where approved by an educational administrator in exceptional circumstances, or as required by an external agency, accrediting, or licensing body.

2.5. Any peer evaluation will be identified on the course syllabus and will follow objective criteria as outlined by the instructor before the evaluation.

- 2.6. Some courses may require that certain components (e.g. labs, clinicals or term projects) be passed and/or standards met in order to succeed and progress in the course overall. In this case, a statement about the requirement will be included in the EDCO approved outline and course syllabus prepared by the instructor.
 - 2.7. Changes to how a student demonstrates their knowledge on an evaluation method may be recommended by Accessibility Services. This information will be communicated to the instructor by Accessibility Services at the beginning of each semester.
3. Student Absences and Missed Work
- 3.1. Students requesting accommodation for absences or missed work may be required to submit supporting documentation along with their request. An opportunity for a deferred or make up assessment may be provided in the following circumstances (with appropriate documentation):
 - 3.1.1. legal obligation such as jury duty or attendance as a witness or defendant that has been communicated in advance;
 - 3.1.2. serious illness supported by medical documentation;
 - 3.1.3. religious observance that has been communicated in advance;
or
 - 3.1.4. extenuating circumstances.
 - 3.2. An unapproved absence may result in failure of the impacted student's work.
4. Final Exams
- 4.1. Final exams for credit courses will be scheduled during the final exam week.
 - 4.2. Unless stipulated by an external accrediting or licensing body, no final exam will exceed 40% of the value of the final grade.
 - 4.3. Final examinations will not be held prior to the examination period.
 - 4.4. If final examinations are not to be held, the prior approval of the relevant Educational Administrator is required, and the Office of the Registrar must be informed.
 - 4.5. Every effort will be made to avoid scheduling students to write more than three (3) final exams in one day.
 - 4.6. Mid-term examinations will not be scheduled seven (7) calendar days prior to the final exam period.

5. Final Exam Rewrites

- 5.1. If the grade of a written final exam results in a less than progression grade for the course, a student may apply to rewrite their final exam if:
 - 5.1.1. an attempt was made on the final examination in the course,
 - 5.1.2. the final examination is worth 40% or more of the final grade and,
 - 5.1.3. they received a passing average in all other course work.
- 5.2. Only one rewrite of a final examination per course to a maximum of three rewrites per academic year is permitted.
- 5.3. The rewrite examination will be structured as per the final examination outlined in the syllabus.
- 5.4. Students are responsible for any fees that may be incurred for an exam rewrite.
- 5.5. Exam rewrites must be requested within three (3) working days of the official posting of the final grade.

6. Submission of Grades

- 6.1. For courses 8 weeks or longer, interim or midterm grades that reflect the students work totaling a minimum of 20% of the students final grade will be evaluated and made available to the student three (3) working days prior to the withdrawal period – without academic penalty deadline date unless otherwise stipulated by an external accrediting body.
 - 6.1.1. The instructor will enter these grades into CNC's Student Information system (i.e., CNC Connect) and will be reviewed by the relevant Educational Administrator.
- 6.2. The instructor will enter the final grades into CNC's Student Information system (i.e., CNC Connect) and will be reviewed by the relevant Educational Administrator.
 - 6.2.1. Except in exceptional circumstances, all final grades should be submitted within 72 hours or 3 working days of the last day of classes or following their final exam, whichever comes last.
 - 6.2.2. For SD grades, faculty must submit a completed Standing Deferred Grade Agreement form to the Office of the Registrar. Students must complete all required work to a maximum of eight (8) weeks (56 days) of the last day of the course. Then faculty must submit a grade change form to the Office of the Registrar for the student to receive an updated final grade. If no grade change form is received, the grade will default to the grade listed by the faculty on the Standing Deferred Grade Agreement Form.

6.2.3. After 72 hours or 3 working days, the Office of the Registrar will send out a list of faculty who have not yet submitted final grades to the relevant Educational Administrator for follow up.

6.3. After five (5) working days, an automated report of missing grades will be generated and forwarded to Educational Administrator(s), who will then be responsible for contacting instructors to request the missing final grades.

7. Changes to Final Grades

7.1. There are four circumstances for which grades can be changed:

- 7.1.1. the conversion of a temporary grade to a final grade,
- 7.1.2. a grade appeal,
- 7.1.3. a grade entry error, and
- 7.1.4. withdrawals due to extenuating circumstance.

7.2. For temporary grades, see Grading System policy E-1.22 and Standing Deferred Grades section below.

7.3. Grade Appeals can be initiated by students using the Grade Appeal policy E-1.20.

7.4. If a student believes that their final grade has been incorrectly entered, the student should contact their instructor immediately. In the event an instructor is not available, the student should contact the Educational Administrator.

7.5. All grade changes including corrections and expired standing deferrals, must be approved by an Educational Administrator, and submitted to the Office of the Registrar.

8. Standing Deferred (SD) Grades

8.1. Prior to the end date of a course or final exam date, students may request a SD grade when due to exceptional circumstances they are unable to complete course work and/or write their final exam.

8.2. A student may not request additional instruction time from the instructor or additional program resources when requesting a SD grade.

8.3. If the instructor of the course agrees to the request, a SD Grade Agreement between the student and the instructor will be established. A SD Grade Agreement acts as an extension of the due date(s) of the individual tests, assignments, essays, or other learning activities stipulated in the agreement.

8.4. The SD Grade Agreement form will include:

- 8.4.1. Student name and student number,
 - 8.4.2. what course work (assignments, tests, projects, etc.) must be completed;
 - 8.4.3. The students' current grade achieved in the course,
 - 8.4.4. a completion date of not more than eight (8) weeks beyond the course end date, and;
 - 8.4.5. signatures by the student and the instructor.
- 8.5. The instructor will provide a copy of the completed form to the student and submit the original form to the Office of the Registrar within the regular final grade submission timelines.
- 8.6. The Office of the Registrar will assign the temporary grade "SD" to the student's academic file.
- 8.7. At the conclusion of the SD Grade Agreement, the instructor will:
- 8.7.1. mark the course work that has been submitted by the student,
 - 8.7.2. calculate the overall course grade including all previous course work submitted, and
 - 8.7.3. record the student's final course grade and submit a Grade Change form to the Office of the Registrar.
- 8.8. Instructors do not require approval of the Educational Administrator when changing a (SD grade to an earned letter grade. If a final grade has not been assigned by the instructor by the end of the eight (8) weeks, the Office of the Registrar will assign the current grade achieved as identified on the SD Grade Agreement form as the student's final grade.
- 8.9. Expired SD agreements require a Grade Change Form approved by the Educational Administrator.
- 8.10. Extensions to this eight (8) week period will only be considered for exceptional reasons and will require written approval of the Educational Administrator.

9. Student Responsibilities

- 9.1. Students are responsible to ensure the accuracy of their grades once they have been submitted. If students believe an error has been made in the calculation or assignment of a grade, they are to contact their instructor immediately.
- 9.2. Students who believe they have been graded unfairly are encouraged to refer to the Grade Appeal policy E-1.20 and Procedures.
- 9.3. Students will:

- 9.3.1. Review the course syllabus and ensure they understand the evaluation methods for their course(s);
- 9.3.2. Request assessment accommodations as per Accommodations for Students with Disabilities policy E-1.09;
- 9.3.3. Submit assigned work on or before the deadline and complete exams and tests when scheduled;
- 9.3.4. As soon as reasonably possible, advise the instructor of illness or other unavoidable cause of absence that may affect attendance, participation, or an evaluation method;
- 9.3.5. Retain copies of submitted and returned work;
- 9.3.6. Review and comply with all policies and procedures that can impact their studies;
- 9.3.7. Contact the program coordinator or educational administrator to request a review if they have:
 - 9.3.7.1. more than two (2) midterms in one day or,
 - 9.3.7.2. three (3) final exams in one day.

Links to Other Related Policies, Documents, and Websites

- Academic Conduct policy E-1.29
- Academic Concessions policy E-1.46
- Accommodations for Students with Disabilities policy E-1.09
- Course Outline and Course Syllabus policy E-1.31
- Change of Enrolment Status policy E-1.14
- Grade Appeal policy E-1.20
- Grading System policy E-1.22
- Prior Learning Assessment and Recognition policy E-1.07
- Student (Non-Academic) Conduct policy E-1.45
- Withdrawal Due to Extenuating Circumstances policy E-1.36

Forms

- Grade Change form
- Standing Deferred Grade Agreement form

Procedure Amendment Log

Amendment Number:	Date:
0	May 9, 2023
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