

HVHS Assessment and Deadline Policy

Part A: General

Rationale:

Deadlines are used to allow teachers to deliver curriculum and manage the assessment of learning. The ability to meet deadlines is a highly valued skill, both in employment and life in general. It is critical, however, to remember the primary purpose of assessment, which is to improve student learning and to determine the level of achievement.

Students' Responsibilities for work completion:

- To provide evidence of their learning within established timelines.
- To submit work using the methods described by the teacher in the Teams Assignment post.
- To make use of interventions offered by teachers (eg. AIM Room, classroom supports, support from another staff member...)

Teachers' responsibilities for monitoring student work completion:

- Subject teachers will make students aware of when assignments and tests are due both in class and by posting on Teams.
- Assignments will be set to close at 10:00pm on the due date.
- To record a zero in PowerSchool if assessments/assignments are not completed by the due date. For in-class or smaller assignments, zero will be used as a placeholder until work is submitted.
- Classwork and Homework are part of the learning process and should be treated as formative assessments or summative at a lesser value than major assignments. Failure to complete this work should result in using the Pyramid of Interventions for Incomplete Work found at the end of this policy.

Part B: Deadlines for Major Assignments

Major Assignments will be indicated on course outlines at the beginning of the semester.

Setting of deadlines

Major assignments and tests would normally be assigned with one week's notice.

- Students should have input into setting the deadlines where appropriate.
- Teachers ensure that the needs and skill levels of students are taken into account when deadlines are set and teach the necessary organizational and research skills so that students are able to successfully meet the deadlines.

- Major Assignments are to be broken into stages so that students will not face an all-or-nothing situation at the deadline.

Adherence to deadlines

- Deadlines can only be varied using the extension procedure.
- Work must be submitted no later than the deadline indicated by the teacher.
- Students who have been granted an extension through the process outlined in this policy have until the new deadline to submit final work.
- Students may submit the portion they have completed for partial marks (e.g., a draft).

Major Assignments not completed by the deadline

- For Grade 10 – 12 courses, students will receive a mark of zero.
- For Grade 9 courses, VPs should be notified to help determine next steps.

Extensions

- A student may request one extension per course.
- An extension request must be made a minimum of the one day prior to the deadline. Teachers may specify an earlier timeframe for extension requests.
- A request for extension made the day of a deadline will not be granted.
- Extensions are not granted automatically.
- Using the school Deadline Extension Request Form, students must provide a valid reason for requesting the extension and discuss this with the teacher.
- An approved extension deadline is firm.
- In exceptional circumstances, a student may seek additional extensions as part of an intervention plan developed in consultation with school administration.

Part C: Final Assessments Checklists

Homeroom Teacher Checklist

	Review this checklist with Homeroom students
	Monday and Tuesday prior to Assessment Week: Provide assessment calendars to students
	Week prior to final assessments: Select videos to watch with your students from the Assessment Preparation section of the HVHS website (hvhs.nbed.nb.ca)

Subject Teacher Checklist

	Submit assessments for copying to main office by Tuesday prior to Assessment Week
	Submit requests for student support to ESST by Tuesday prior to Assessment Week
	Talk with students about the date, time, and location of your assessments and post in classroom

	At least 24 hours prior to assessments, check for any possible printing errors
	Provide/discuss the format of the final assessment with all classes
	Discuss best-practices for study strategies specific to your subject/course
	Keep assessments in a locked filing cabinet or in the vault in the main office
	If another teacher is invigilating your assessment, coordinate with them ahead of time to ensure protocols are clear
	Set up classroom prior to leaving the day before the assessment
	Be in your classroom at least 15 minutes prior to the start of each assessment
	Send names of any absent students to the office within 10 minutes of the start of the assessment

Student Checklist

	Verify your final assessment times and locations and record on the schedule provided by Homeroom teacher
	Visit the Final Assessment Preparation site of the school website (hvhs.nbed.nb.ca) for videos and resources to support your preparation
	If you require an accommodation for your final assessment (e.g. Quiet setting, scribe...) speak with your subject teachers by the Tuesday prior to Assessment Week to ensure that support is in place
	Use the washroom and fill up a water bottle prior to your assessment
	Arrive to your assessment room at least five minutes prior to the start time
	Bring all materials you need – pens, pencils, paper, calculator etc..
	Bring all course materials which must be returned (e.g. textbooks)
	Necessary course changes for next year can be completed during Assessment Week through Guidance or Vice-Principals

Part D: Pyramid of Intervention for Incomplete Work

