A. Background and Definitions

Niagara College is committed to providing students with fair opportunities to demonstrate their learning and receive timely feedback to support further learning and achievement. Assessment of students work should be used throughout a course to provide feedback to students regarding their progress and development.

Academic Appeal: An appeal by a student for the final grade received in a course, undertaken in accordance with the Appeal of Academic Decisions policy.

Course Outline: An approved course-specific outline published on the College website, referenced by course number, which includes the course title, a description, Learning Outcomes, prerequisites and co-requisites and required resources to complete the course.

Evaluation: A formal measurement of student learning that may include, but is not limited to, an examination, test, quiz, assignment or project.

Learning Outcomes: The essential knowledge, skills and/or abilities that students should possess upon completion of a course.

Teaching and Learning Plan: Information provided to convey the professor’s expectations and plan for a specific section of a course, including the description and schedule of evaluations.

B. Purpose

This policy applies to the evaluation of student performance in postsecondary courses approved at Niagara College.

C. Policy Statements

1. Faculty are to review the Course Outline with the class, and to provide a Teaching and Learning Plan that provides the type, criteria and timing of evaluations that will be used in the delivery at the start of each course. Faculty are provided the approved weighting of evaluations which must be used by all faculty delivering a class of the course.
2. Changes to the Teaching and Learning Plan over the delivery of the class are at the discretion of the faculty, however adequate notice of any changes must be provided to students and changes must treat students fairly.

3. Attendance is not a basis for evaluation and cannot have marks associated.

4. When the effective evaluation of on-going class based activities is critical to the demonstration of the learning outcomes, a course may specify a maximum numbers of classes that can be missed, after which a student is ineligible to complete the course regardless of the marks associated with such activities. Such attendance requirements will be specified in the Course Outline and reinforced in the Teaching and Learning Plan. Once a student exceeds the maximum number of missed classes, the faculty is to inform the Academic Administrator, who will inform the Registrar to withdraw the student and assign them a grade of zero (0).

5. Students must receive marked evaluations before half (50%) of the classes have been completed, to allow them to assess their progress in the course. Students may withdraw without academic penalty before two-thirds (66.67%) of the classes are completed.

6. Faculty should create and post guidelines, a rubric and/or marking criteria for a student to reference while completing an evaluation, and must mark evaluations against such criteria.

7. Faculty shall post all marks to Blackboard. The College standard is that marks be posted and, where appropriate, evaluations returned no later than two (2) weeks after submission of the evaluation. If not returned, students must have access to their marked evaluations, and upon request, explanation of the mark assigned.

8. Marks are personal information of the student and confidentiality in communications must be respected.

9. Faculty will retain any unreturned student work until after the deadline for an academic appeal or longer if requested by the Academic Administrator, or when prescribed by an external accrediting body. Students will be responsible for retaining any returned evaluations as evidence in the event of an academic appeal.
POLICY GROUP: NC800 – Student Records, Rights & Responsibilities
POLICY TITLE: Student Evaluation

10. In the event of a cancellation (e.g. faculty illness, inclement weather closure), the faculty member will determine the required adjustment to the Teaching and Learning Plan, including any adjustment to evaluations, and post updated information to Blackboard.

11. OntarioLearn courses hosted by another college will follow the policies of the host college.

D. Related Documents

Policy: NC800 Grading & Transcripts
        NC800 Missed Evaluations

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>November 28, 2019</td>
<td>New policy</td>
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