



Document Owner:	President & CEO
Practice Applies to:	Education Services Manager, Instructors, Students, Senior Administrative Support
Process Responsibility:	Education Services Manager
Final Accountability:	President & CEO

Context

Assessments/evaluations will be carried out in a manner that will best measure the desired outcomes of a course of study and ensure that students are tested in a fair and impartial manner. They will remain confidential documents and the outcomes of any assessments/evaluations will be reported and retained in student files. Assessments/evaluations shall be measured using standardized grading scales and will be clearly defined to students at the commencement of a course of study.

Procedural Guidelines

1. Assessments/evaluations may take various forms in order to meet the desired outcomes of a course of study. These may include but are not limited to:
 - a. Exams
 - b. Quizzes
 - c. Essays/Papers
 - d. Oral Presentations
 - e. Research project
 - f. Hands on demonstration of understanding
 - g. Attendance/Participation
 - h. Portfolio
2. Assessments/evaluations must be appropriate to meet the desired outcomes of a course of study.
3. Appropriate notice of assessments/evaluations must be provided to students.
4. Weighting of assessments/evaluations must be defined to students in course outlines before the course commences.
5. Examinations/tests/quizzes will be invigilated by instructors to ensure that accuracy and ethical standards are maintained.
6. Marking of assessments/evaluations will be conducted by instructors in a timely manner.
7. Students will be informed of the results of an assessment/evaluation in a confidential manner. Instructors may:
 - a. Hand out results directly to students
 - b. Post results using only student numbers as identifiers
8. Should a student have a concern about the result of an assessment they should follow the process outlined in the Appeal of Student Marks policy.



9. Results of assessments/evaluations will be reported to Registrar who will enter marks into a database. Copies of student transcripts will be kept in student files.
10. Students will be provided with reports at intervals that are specific to a course of study
 - a. Example – Pre-Industrial Training (Job Readiness) will have one informal report and four formal reports provided through North Coast Distance Education School at intervals throughout the year
11. Should a student withdraw from a program of study and the withdrawal date is within the time period at which a student is eligible for a refund, a final progress report will be issued to the student.

Additional Information

Related KVIC Policies

Appeal of Student Marks Policy
KVES Privacy Policy
Security of Records Policy
Facilitation of Student Success Policy
Student Enrolment Contract refers to Tuition Refund Policy

Related Documents

Formal Reports from Collaborating Agencies
Transcripts
Student Learning Plan

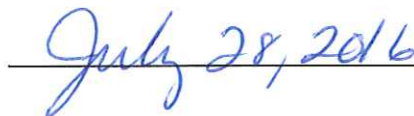
Related External Resources/References

If you have questions, comments or suggestions regarding this document, contact President & CEO.

President & CEO:



Date:





Document Control Sheet

Document Title	Student Assessment/Evaluation Policy
Author(s)	Samantha Stone
Document Status	Approved

Document Amendment History

Version #	Date	Reviser Name(s)	Approver	Description
1	23 Feb 2007		Karen Osadchuk	<ul style="list-style-type: none"> Guidelines for assessments and evaluations
2	10 July 2008	Denise Walter	Roger Leclerc	<ul style="list-style-type: none"> Update old logo to new coloured logo; change job title from MTSJR to Manager Technical Programs and Services; chgd policy #
	20 Aug 2008			<ul style="list-style-type: none"> Added approval signing lines
3	21 July 2009	Molly Baruta	Roger Leclerc	<ul style="list-style-type: none"> Review policy
4	31 May 2011	Lynn Stevenson	Kelley Williams	<ul style="list-style-type: none"> Reviewed policy and Manager Technical Programs and Services to Manager of Instruction and Curriculum Development
5	21 Jan 2013	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed policy Updated titles
6	10 Jun 2014	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Updated titled from Student Records Administrator to <i>Registrar</i>
7	02 July 2014	Nicole Barriault	Chantal St-Arnaud	<ul style="list-style-type: none"> Reviewed policy Updated titles
8	22 Jul 2016	Eva Speitelsbach	Sherrie Little	<ul style="list-style-type: none"> Updated Education Services Coordinator to Education Services Manager.

