

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> E1
	<b>ORIGINATOR</b> Vice President, Academic	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>EVALUATION OF STUDENT LEARNING</b>	<b>EFFECTIVE DATE</b> 2008.09.01	<b>REPLACES</b> 2007.06.06

### **PREAMBLE**

The College is accountable for the assessment and evaluation of students' performance through the application of standards that guide assessment, evaluation and promotion. A formal process of assessment provides timely and specific feedback to students as they work towards the achievement of learning outcomes. It informs students of their current level of achievement in a course or program. A process of formal evaluation also enables the College to make decisions regarding students' progress through a course or program.

### **POLICY**

1. Student learning in a given semester is evaluated in that semester.
2. Schools/Institutes establish a process for the evaluation of student performance.
3. This process and specific mechanisms for the assessment and evaluation of student performance are published in all course outlines.
4. Evaluation of student performance is based on criteria that reflect the learning requirements established for the course.
5. Evaluation results are formally documented and accessible to the student. The overall achievement demonstrated in course evaluations is translated into a grade in accordance with the established College grading system.
6. Students have the right to appeal evaluation decisions.
7. For courses of a general interest nature and of short duration, a formal evaluation may not be required.

**PROCEDURES, ROLES AND RESPONSIBILITIES**

1. The academic administrator and faculty are responsible for ensuring that the following guidelines are respected:
  - 1.1 Course outlines will include:
    - clear statements of the required learning that is to be achieved in order to successfully complete the course.
    - the evaluation methods/instruments to be used to evaluate student performance, such as, projects, written tests, assignments, performance tests, and the linkage of each to the specific course learning requirements.
    - the intervals during the course when student performance will be assessed.
    - the criteria and method for determining the final grade designation.
    - conditions for granting supplemental privileges if applicable.
  - 1.2 All courses in a program level are delivered for the scheduled duration of the level.
  - 1.3 Final assessment week is the final week of the semester. Final evaluation for all courses, in the format most appropriate to the learners and the learning requirements in the course, occurs during this week.
  - 1.4 During final assessment week, faculty may complete the teaching of subject material that was previously introduced. This material is also evaluated in final assessment week.
  - 1.5 All changes made to the evaluation procedures after students have received course outlines must be made in consultation with the students in the class. Students, the program coordinator, and the course and program academic administrators are notified in writing of any such changes.
  - 1.6 Faculty evaluate the students' work using marking schemes or other tools that identify and use criteria for evaluation that are congruent with the learning requirements established for the course.
  - 1.7 Students are to have more than one opportunity to demonstrate their achievement of the required learning. Normally, several evaluation methods will be used and these are spaced at intervals that provide ongoing feedback regarding progress and an opportunity to learn.
  - 1.8 No single component of a course evaluation counts for more than 40% of the final grade, unless approved by the academic administrator.

- 1.9 Results of all evaluations are formally documented and communicated to the students in a manner that supports their ongoing learning and identifies academic progress. All evaluation carried out during the semester is graded and normally returned to the student within two weeks.
- 1.10 A final grade is assigned at the end of a course. The grade is based on continuous assessment of student achievement of the established course learning requirements and is consistent with the College grading system. The final grade is validated by the academic administrator responsible for the course. Barring exceptional circumstances, faculty must be consulted when a Chair is considering changing the final grade of a student. The final grade is communicated to the Registrar's Office using the established Grade Reporting Forms by the academic administrator.
2. The academic administrator ensures that:
  - 2.1. At least twice during a term, the overall performance of students in a program of study is formally reviewed. The process in which this review is to be done will be developed by the program academic administrator, in conjunction with the faculty and submitted to the Executive Dean/Dean for approval.
  - 2.2 An overall assessment plan is developed for final assessment week that ensures a reasonable workload for students in a program and supports their success.

**RELATED DIRECTIVES**

Grading System - E11  
Academic Appeal - E15  
Review of Final Grades – E24  
Progression and Graduation Requirements - E29  
Course Outline - E33

Original signed by  
Vice President, Academic