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INSTITUTIONAL POLICY ON THE EVALUATION OF STUDENT ACHIEVEMENT

MARIANOPOLIS COLLEGE

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1.1 VISION and MISSION STATEMENT

Vision

Marianopolis College, drawing on its rich educational heritage, strives to be a leader in building a dynamic and supportive environment where students can grow both personally and intellectually.

Marianopolis students will be prepared to pursue academic excellence in their studies, become self-directed life-long learners, and make positive contributions as citizens of a complex and changing world.

Mission

The student is the centre of the Marianopolis learning community.

Our heritage links us directly through the Congregation de Notre Dame to the first educational endeavours of 17th century Ville Marie; it shapes our vision of the dignity of the individual and our quest for knowledge and understanding.

Marianopolis welcomes students from all cultures, faiths, and social and economic backgrounds to come together within and beyond the classroom in mutual respect and trust. We strive to create an exciting learning environment encouraging innovative teaching and incorporating technology to better serve our students.

At Marianopolis, we encourage each other to think critically and creatively, communicate effectively, act with integrity, promote social and political justice, and practice responsible stewardship of the natural environment.

1.2 PREAMBLE

This document sets out the Institutional Policy on the Evaluation of Student Achievement at Marianopolis College (referred to as the **IPESA**). It reflects the philosophy of the College which is to support and improve the quality of education and enables both students and teachers to assess student achievement through progressive and systematic evaluation. It also reflects the enrolment of students in particular programs designed to prepare them for university studies.

The document describes the goals and objectives of this policy, the means taken to arrive at comprehensive and fair evaluation, the sharing of responsibilities by all participants, as well as the methods and criteria for evaluating the implementation of the IPESA. The IPESA is distributed to all students and teachers and is referred to on all course outlines. All students and faculty, administration and staff members are responsible for knowing the provisions of the policy.

The principal focus of an Institutional Policy on the Evaluation of Student Achievement is the fair and equitable evaluation of the students. This concern can be realized, however, only in light of overall responsibility for assessment throughout the institution. That responsibility is multifaceted.

The process of evaluation is clearly a concern for the student, whose participation in a college program should be active and critical. Evaluation, which goes far beyond the record of success or failure in a course or program, assumes a conscious recognition by the student of the criteria involved whenever performance is considered for formative or summative purposes. It assumes as well an informed agreement by the student that the standard determined has been based on clearly articulated criteria and on fair assessment in light of them. The student also expects that evaluation within the program is monitored for reasonableness and equity.

Individual teachers have a central role in assessing the instruction for which they are responsible. This responsibility is indeed professional, as it calls for an informed and current awareness of evaluation in its different contexts, respect for the students engaged in meeting the objectives of a course and program, and recognition of the cooperation which the institution must insist upon in monitoring evaluation and certifying its students. None of these requirements is meant to contradict or infringe upon the teacher's freedom to determine methods of evaluation appropriate to the course.

A number of groups and individuals play an essential part in the evaluation process. Department curriculum committees are called upon to recognize different types of assessment appropriate to learning in the different disciplines, but also to review these in light of overall equity for students. Those with program responsibilities must ensure that the objectives are being met as students progress from the initial course requirements to successful completion of the English exit examination and the final comprehensive assessment. The Offices of the Dean and Registrar are entrusted with duties designed to ensure transparency and fairness. Academic Council receives and reviews regular reports from these committees and individuals and conveys its findings to the College Senate and to the Board of Directors.

Academic Council is charged not only with reviewing evaluation practices but with carrying out regular reviews of the IPESA itself. This study has resulted in the first major revision of the document since its inception. Participants in the process will have included students and teachers, department and program

committees, and members of Academic Council, the College Senate and the Board of Directors. Once approved by the *Commission d'évaluation de l'enseignement collégial*, the revised IPESA is circulated to all members of the College community.

1.3 OBJECTIVES OF THE IPESA

- 1.3.1 To ensure that the principles and methods of the evaluation of student achievement reflect the *Vision and Mission* of Marianopolis as an educational institution.
- 1.3.2 To underline evaluation as an integral part of learning and as a constructive process in which both students and teachers are engaged actively.
- 1.3.3 To promote the importance and value of both formative and summative evaluation.
- 1.3.4 To recognize the multifaceted nature of evaluation and to ensure that optimal procedures and tools exist to evaluate student achievement of the objectives of courses and programs.
- 1.3.5 To ensure coherence and equity in the evaluation process within and among the academic programs and disciplines of the College.
- 1.3.6 To ensure adherence to the College Language Policy and to the Policy of Student Conduct.
- 1.3.7 To establish guidelines for the formulation, implementation and review of the IPESA.
- 1.3.8 To provide information on the policy to all interested parties
- 1.3.9 To ensure students' rights to privacy under the Access to Information Act (Quebec Act 65).

2. MEANS: GENERAL ACADEMIC PROCEDURES

2.1 Rules Pertaining to the Evaluation of Student Achievement

2.1.1 Program Information

Students will receive program information which states the ministerial and institutional program objectives and includes reference to the comprehensive assessment requirements and options. Students will be advised that they must complete successfully the compulsory English exit exam.

2.1.2. Course Outlines

The Ministry of Education regulations require that at the beginning of each term every student be given an outline for each course. This outline will list the course objectives, methodology, *pondération*, prerequisites, details of evaluation and dates for readings, projects, tests, etc. It will include the penalties for cheating and plagiarism, any specific policy on participation or other appropriate information, and reference to the Language Policy and to the IPESA document.

2.1.3 Attendance

Regular and punctual attendance is obligatory. A student should advise the Office of the Academic Dean of an absence if it is for a prolonged period of time (more than three days) or if it is because of a serious matter such as hospitalization or a death in the immediate family. While a medical certificate may be required, it does not exempt the student from meeting the requirements of the course; the student is responsible for finding out from the teacher what is required to complete the course. Students in difficulty because of an absence should make an appointment with the Associate Academic Dean.

With regard to classes and tests, specific conditions related to attendance must be on the course outline, as well as protocols for reporting absence. In certain areas (Physical Education, languages, labs, ...) attendance is an essential requirement for the completion of one or more objectives.

2.1.4 Withdrawal from a Course

A student who wishes to withdraw from a course is asked to discuss the decision with the teacher and an academic advisor. Teachers are asked to remind the student to see an academic advisor to complete a course withdrawal form before the deadline determined by the guidelines of the

Ministry and specified in the Academic Calendar. Failure to fulfill the requirements of a course after these deadlines will result in a failing grade.

2.1.5 **Work Required**

Student achievement must be evaluated throughout the term. This is fulfilled by a minimum of three pieces of work distributed at regular intervals. Work required must respect the Ministry of Education's *pondération* which is the total amount of time to be spent each week for each course in class, laboratory and outside class work. For example, the *pondération* of (3-2-3) means three hours of class, two hours of lab and three hours of outside class work.

2.1.6 **Percentage Value of Work Required**

The percentage value of any single piece of work must reflect its relative importance in the attainment of the objectives of the course. It is the responsibility of each department and program to establish the percentage range appropriate for each type of work. This includes the adaptation to all learning activities of the three criteria set by the Ministry for the English Exit Examination: comprehension and insight; organization of response; and expression. Given the institutional objectives of some courses, achieving a standard related to participation may be accorded a certain percentage of the final mark. Guidelines are recommended by the departmental curriculum committees and, in some cases, by program committees. The mark value for participation must be specified on the course outline and must not exceed 10%. Recommendations concerning a mark value for participation must be submitted to Academic Council for ratification.

2.1.7 **Mid-Term Evaluation**

Each student will receive a mid-term evaluation for some portion of the work in each course before the date set by the Academic Dean.

2.1.8 **Submission of Assignments**

2.1.8.1 Assignments must be submitted on the date specified by the teacher. Teachers are not obliged to accept late assignments. Late assignments will be subject to the penalties specified on the course outline.

2.1.8.2 The deadline for term papers and projects is the end of *Dead Week*, usually one week prior to the end of class. Extensions of up to three days before the end of the evaluation period may be granted at the discretion of the teacher. Final take-home examinations should be completed within the formal examination period.

2.1.9 Testing

2.1.9.1 Students with special needs within the context of formal evaluation are to provide official documentation. They should make an appointment to meet with the Associate Academic Dean at the beginning of their first term. Two weeks before the final examination period, these students should check at the office of the Academic Dean about arrangements concerning the time and place for the examinations.

2.1.9.2 No teacher will schedule a class test outside class time during the term.

2.1.9.3 If students fail to write a test for valid reasons approved by the teacher, they may be permitted to write a makeup test. The rescheduling of such tests will be arranged by the teacher in consultation with students and must not interfere with the attendance of students at other courses for which they are registered.

To accommodate both students and teachers within the semester timetable, the Office of the Academic Dean provides a regular weekly make-up period on Tuesdays during the Universal Break.

2.1.9.4 The final examination schedule will be published by the fifth week of class, and will include examination protocol. Students are responsible for noting errors or conflicts and for reporting them to the Office of the Dean. While two exams in one day are allowable, students are advised to notify the Office of three exams in a 24-hour period.

2.1.9.5 Tests and examinations in the last week of the term may be scheduled only in those courses authorized by the Office of the Dean.

Published on school calendar of each term

2.1.9.6 All other final examinations will be scheduled during the official examination period.

2.1.9.7 Students who fail to write a final examination for valid reasons approved by the teacher and the Associate Academic Dean may be permitted to write a makeup examination scheduled by the Office of the Dean.

Final discretion: Associate Academic Dean

2.1.9.8 Students may not write makeup examinations to increase marks.

2.1.9.9 By the end of their final term, students must complete successfully the English exit examination set by the Ministry in order to be awarded the DEC.

2.1.9.10 By the end of their final term, students must complete successfully a comprehensive assessment requiring the integration of knowledge acquired in their courses in order to be awarded a DEC. The project will attest to their having met the objectives and standards of their particular programs.

2.1.10 General Regulations For Testing and Examinations

These regulations apply to classroom quizzes, tests and examinations as well as to those held in the gymnasium or other designated areas during the formal examination period.

2.1.10.1 In any form of an examination or test, a student may not use, or attempt to use, any material which is not expressly authorized by those setting the examination. Each examination paper will indicate explicitly the authorized material: e.g., text books, calculators, tabular information, etc.

*In any form of test or examination, a student found **to be in possession** of unauthorized material (e.g., inappropriate calculators, notes, etc.) will be disqualified immediately and instructed to report to the Associate Academic Dean. The student will receive a grade of 0 on the test or exam. No subsequent reports will be required, nor any appeals entertained by or on behalf of the student.*

2.1.10.2 A student may not communicate or attempt to communicate with another candidate or with any person other than the proctor supervising the examination.

2.1.10.3 At any time during the examination, the proctor, or other persons supervising the examination or test, may transfer a student from one location in the examination room to another.

2.1.10.1 Students will not be permitted to write a final examination without a valid Marianopolis I.D. card.

2.1.11 **Cheating**

Cheating is a serious academic offence and will be treated as such.

2.1.11.1 Cheating means any dishonest or deceptive practice. It includes, but is not restricted to, making use of unauthorized material, obtaining or providing unauthorized assistance in writing an examination or test, or attempting to do any of the above.

“Making use of” includes “being in possession of”

2.1.11.2 If a student is to be charged with cheating on an examination or test, the proctor will take the following measures: inform the student, confiscate any evidence relating to the charge, relocate the student in the exam room, annotate the student's examination, and allow the student to complete it.

If manner of cheating not covered by 2.1.10.1

2.1.11.3 The proctor making a charge of cheating will give to the Associate Academic Dean, as soon as possible, the annotated exam and all evidence relating to the charge accompanied by a written report giving full details of the incident. This report will state precisely what allegations are being made.

See 2.1.10.1 and 2.1.11.2

2.1.11.4 The Associate Academic Dean will provide the student, as soon as possible, with a copy of the written report and will require the student to admit or deny the charges in writing within a prescribed period.

2.1.11.5 If the student denies the charges, the Associate Academic Dean will immediately conduct a hearing into the incident. The form and composition of the hearing will be at the discretion of the Associate Academic Dean but the student has the right to be present and to be accompanied by another member of the College community. A written report of the findings and decision of the hearing will be given to the student and to the person(s) making the original charge.

2.1.11.6 A student who admits to having cheated or is found to have cheated will receive such penalty as the Associate Academic Dean may decide. It may include, but is not limited to, a grade of zero on the examination or test, a grade of zero in the course and/or expulsion from the College. No assignment may replace such work.

Any judgement resulting in this grade or penalty is final; the work is excluded from any grade appeal.

2.1.11.7 If the charge of cheating is not upheld, the student will be evaluated in a manner acceptable to the student, the teacher and the Associate Academic Dean.

2.1.12 **Plagiarism**

Plagiarism is academic theft and will be treated as such.

2.1.12.1 Plagiarism means the presentation or submission by a student of the work of another as his or her own. It includes using material from any source that is not documented, submitting someone else's paper as one's own, "ghost-writing," (having another person actually write the paper), and even receiving unwarranted assistance from well-meaning tutors, family, or friends.

2.1.12.2 It is the responsibility of the teacher at the beginning of a course to ensure that the students are aware of the meaning of and the penalties for plagiarism. A statement to this effect will appear on the course outline.

2.1.12.3 If plagiarism is suspected, the teacher will discuss the case with the student. The teacher will attempt to verify that the work is not the student's own. This may include a request to see the student's sources, notes and preparatory work, or the computer diskette. It may also include an oral examination to ascertain the student's understanding of the material submitted.

2.1.12.4 If the suspicion is difficult to verify, the teacher will discuss the matter with the department chair and the Associate Academic Dean.

2.1.12.5 A student who admits to having plagiarized or is found to have plagiarized will be reported to the Associate Academic Dean. This student will receive such penalty as the Associate Academic Dean, in consultation with the teacher, may decide. Such penalty

may include, but is not limited to, a grade of zero on any piece of plagiarized work, and/or failure in the course.

2.1.12.6 Teachers may not permit the re-submission of any piece of plagiarized work. No assignment may replace such work.

The work is excluded from any grade appeal.

2.1.12.7 Students guilty of repeated acts of plagiarism will not be eligible to return to the College.

2.1.12.8 A centralized list of names of those found cheating or plagiarizing will be kept in the Associate Academic Dean's Office. In the case of suspension or expulsion for cheating or plagiarism, a record will be placed in the student's file for a period of time to be determined by the Associate Academic Dean.

2.1.13 **Readmission**

Former students who have been away from the College for at least one term, or who have withdrawn in the previous term, must submit a formal application by the November 1 or March 1 admissions deadline; if they had been asked to take time away, they must include a statement of intent and receive authorization for readmission from the Associate Academic Dean.

2.1.14 **Grading System**

Final grades are given in percentage value. The passing grade in any course is sixty percent (60%). Evaluation near the end of term should carry greater percentage weight in order to reflect the successful achievement of the objectives and standards of a course and the cumulative mastery of certain competencies. In all cases, the final mark must be based on the successful cumulative achievement of the objectives of the course and reflect the standard or degree of that achievement. Normally, grades are given in percentage numbers. The following grading scale is in use at Marianopolis:

A	-	90 - 100	Excellent
B	-	80 - 89	Very Good
C	-	70 - 79	Good
D	-	60 - 69	Pass
E	-	below 60	Unsatisfactory (failure)

2.1.14.1 **Final Grades at the End of Term**

2.1.14.1.1 Final grades, as soon as they become available, will be recorded on the official grade report form and submitted to the Registrar's office. A copy with the grade breakdown will be given to the department chair.

2.1.14.1.2 Dates for the submission of final grades are set by the Registrar's Office.

2.1.14.1.3 The posting of final grades is at the discretion of the Registrar's Office.

Final grades are posted online at the end of the semester. No other postings are permitted.

2.1.14.1.4 Final examinations and end-of-term pieces of work become the property of the College and will be retained by the teacher until the end of the following term.

2.1.14.2 **Academic Standing**

2.1.14.2.1 To maintain good academic standing at the College, a full-time student must complete all courses each term with an overall average of at least sixty-five percent (65%). A student in poor academic standing is not eligible to register for the following term without authorization from the Associate Academic Dean.

"Good standing" within a course for purposes of in-term decisions related to special concessions will be based on criteria such as participation, effort, etc.

2.1.14.2.2 Students who have been in poor academic standing for two (2) terms, not necessarily consecutive, do not qualify to return to the College.

2.1.15 **Grade Appeals**

The decision to file a grade appeal for either a piece of work during the term or for a final mark should not be made lightly. When an appeal is launched, it is assumed that all parties are acting in good faith and that mutual respect and understanding will prevail.

The Grade Appeal Process excludes all cases of cheating and plagiarism for which decisions have been made by the Associate Academic Dean. These judgements are considered final.

A student has the right to contest a grade received for a piece of work during the term or the final grade assigned at the end of the term. First, a student who wishes to contest a grade will discuss the issue as soon as possible with the teacher. In most cases, the situation can be handled at this level with the student receiving a more complete explanation for the grade or a change in the grade. If the grade is not changed and the student still feels the evaluation to be unfair, the student has recourse to the following processes:

2.1.15.1 Appeal of a Grade During the Term

2.1.15.1.1 Having discussed the grade with the teacher, the student will submit the work in question to the department chair with a written statement outlining the case and reasons for considering the assigned grade unfair. This must be done within fourteen (14) days of receiving the grade.

2.1.15.1.2 In the case of the department chair being the teacher who assigned the grade, the student will submit the work and the statement to the Academic Dean who will appoint someone in the department concerned to act in the place of the department chair.

2.1.15.1.3 The department chair will assess the situation from the viewpoint of the student and the teacher who assigned the grade. The department chair will discuss the case with the teacher, the student and, if deemed appropriate by the department chair or either of the parties involved, another teacher familiar with the subject matter of the assignment.

2.1.15.1.4 On the basis of the investigation, the department chair will recommend to the teacher concerned that the assigned grade remain the same, be raised or be lowered. This will be done in writing with a copy sent to the student usually within fourteen (14) days of the receipt of the grade appeal request.

2.1.15.1.5 The recommendation may include suggestions to the teacher, the student and the department. Should the teacher refuse to accept the recommendation, the student may appeal again at the end of the term to the Final Grade Review Board.

2.1.15.2 Appeal of a Final Grade

2.1.15.2.1 Having discussed the final grade with the teacher concerned and still believing that an injustice has been done, a student will discuss the problem with the department chair. If the matter cannot be resolved and if the student wishes to pursue the appeal, the student must submit a written request for a final grade review to the Registrar.

2.1.15.2.3 The request for a final grade review must be received by the Registrar within thirty (30) calendar days of the transcript being issued. The request will outline in some detail the reasons for the review and will be accompanied by all relevant documents such as assignments, term papers, tests or projects returned to the student during the term.

2.1.15.2.4 These documents will be presented in a sealed envelope and clearly marked with the student's name, the teacher's name and the course number.

2.1.15.2.5 Upon receipt of the written appeal and the documentation, the Registrar will offer both parties a last opportunity to resolve the issue before submitting it to a board. If this is not successful, a Final Grade Review Board will be convened by the Registrar as soon as possible after the receipt of the written appeal. It will consist of the following members:

- One member of the teaching faculty nominated by the student
- One member of the teaching faculty nominated by the teacher
- The department chair of the teacher's department
- The Registrar.

2.1.15.2.6 If the department chair is the teacher involved in the appeal, then the Academic Dean will appoint a member of the teaching faculty from the department concerned to take the place of the department chair on the Board. The Registrar will be the non-voting chair of the Review Board.

2.1.15.2.7 Neither member of the teaching faculty nominated to the Review Board is intended to be an advocate for one or

the other party. Each is chosen to ensure that the evaluation of the student is conducted in a fair and impartial manner in keeping with College policies.

2.1.15.2.8 The Review Board will ask the student and the teacher involved to state their cases separately and in private. Should the Review Board, the teacher or the student request it, a joint meeting of the student and the teacher may be held.

2.1.15.2.9 The Review Board will consider the details of the case and will render a decision usually within fourteen (14) days of its last meeting. The Board will recommend that the final grade remain the same, be raised or be lowered. This decision will be submitted in writing to the Academic Dean with copies to the student and teacher and will be considered final. The decision may be accompanied by recommendations to the teacher, the student and the department concerned.

2.2 **Comprehensive Assessment**

By their final term, students must complete successfully a comprehensive assessment requiring the integration of knowledge acquired in their courses in order to be awarded a DEC. The project will attest to their having met the objectives and standards of their particular programs and of the College Language Policy. The Academic Dean and the Program Committees determine the guidelines for the objectives, structure, submission and evaluation of the assessment. Academic Council ratifies these guidelines and has a particular concern for equity across programs.

The form of the project may include examination, essay, performance, portfolio or some other appropriate academic activity. Successful completion of the assessment will be indicated by the notation RE (réussite) on the BEC. Failure to realize the objectives will result in failure to graduate.

2.3 **Specific Terms: Definitions and/or Requirements**

2.3.1 **Equivalence (EQ)**

EQ denotes that a student has attained, either through previous studies or through out-of-school training, the objectives of a course required in their program of studies. The student is entitled to the credits attached to the course which does not have to be replaced by another course. A numeric grade does not accompany an EQ.

Equivalences for previous studies are granted by the Academic Dean on the basis of official transcripts and course descriptions supplied by the previous institution(s) at the request of the student. A student who

requests an equivalence for out-of-school training or experience must do so in writing to the Academic Dean. The student may be required to demonstrate the achievement of the objectives of the course through successful completion of an examination, oral presentation, performance, portfolio or other appropriate educational activity. The Academic Dean may consult with department chairs on these matters. Relevant documentation becomes part of the student's permanent file.

2.3.2 **Dispensation (DI)**

DI carries no credit value but denotes that the student has been granted an official dispensation from a course. The decision regarding a DI is made by the Academic Dean. An exemption is rarely granted for a compulsory course. However, it may be granted in physical education if a serious medical condition prevents the student from meeting the objectives of such a course. Medical documentation is required and becomes part of the student's permanent file.

2.3.3 **Failure (EC)**

EC accompanies any grade below 60% and denotes a failure.

2.3.4 **Temporary Incomplete (IT)**

IT indicates that course work is not completed because of a valid reason approved in writing by the Associate Academic Dean. Immediately prior to or during the examination period, a student in good standing may request an IT because of an unforeseen and serious reason or a teacher may request it for a student in good standing in the course. If it is approved, the student is responsible for finding out from the teacher what is required to complete the course. The deadline for completion is determined by the teacher in consultation with the student and the Associate Academic Dean. If the deadline is not met, the original mark assigned for the course will stand as the official mark.

2.3.5 **Permanent Incomplete (IN)**

In very rare and serious cases, such as severe accident, prolonged illness, or a death in the immediate family, the Academic Dean may assign a permanent incomplete, IN, for one or more of a student's courses. In this instance no credits are attached to the course(s). Students should inform the Associate Academic Dean of such situations in order to be advised of this possibility.

In all cases professional documentation is required and becomes part of the student's permanent file.

2.3.6 **Substitution (SU)**

SU indicates that the Academic Dean has authorized the substitution of one course for another course set out in a student's program of studies. In some cases, it is granted automatically when a student's file is reviewed, especially when the student changes programs; in other cases, the student applies in writing to an Academic Advisor for a substitution. Relevant documentation becomes part of the student's permanent file.

2.4 **Records and Certification of Studies**

2.4.1 **Bulletin d'études collégiales (BEC)**

The BEC is the official cumulative record of marks which is issued to students at the end of each session.

2.4.2 **Diplôme d'études collégiales (DEC)**

The DEC is the official diploma issued by the Ministry of Education upon the recommendation of the College to students who have successfully completed the requirements of an approved program.

3. SHARING RESPONSIBILITIES

The following are the roles and responsibilities of educational and administrative bodies with respect to the evaluation of student achievement.

3.1 **Students' Responsibilities**

- 3.1.1 Students are responsible for knowing the contents of the IPESA when they sign their *Educational Services* contracts.
- 3.1.2 Students are responsible, as it is noted on their individual planners, for ensuring that all courses chosen meet the requirements of the Diploma of College Studies (DEC) in the program in which they are registered.
- 3.1.3 Students are responsible for ensuring that all courses chosen meet the requirements for the university program(s) they wish to enter.
- 3.1.4 Students are responsible for knowing the objectives and requirements of their particular programs and of the College Language Policy and of the Policy on Student Conduct.
- 3.1.5 Students are responsible by law for verifying their registration in each course each semester in a manner determined by the Registrar.
- 3.1.6 Students are responsible for knowing the objectives, requirements and evaluation procedures in their courses.

- 3.1.7 Students are responsible for fulfilling the requirements for evaluation in a course.
- 3.1.8 Students are to attend classes regularly and punctually and to conduct themselves in an appropriate manner (see *Educational Services Contract* and *Policy on Student Conduct*). The evaluation of a student's achievement may be affected adversely by a suspension resulting from an infraction of the *Policy on Student Conduct*.
- 3.1.9 Students absent for more than three days are responsible for informing the Office of the Academic Dean of the fact.
- 3.1.10 Students who have been absent for more than three days are responsible for finding out from their teachers what has been missed and the effect of the absence(s) on their standing in their courses.
- 3.1.11 Students are to familiarize themselves with the meaning of and the penalties for cheating and plagiarism.
- 3.1.12 Students are to keep all assignments, tests, papers etc. which are returned during the term. If a student wishes to appeal the grade for a course, these will be requested by the Final Grade Review Board.
- 3.1.13 Students are responsible for verifying the accuracy of their official record of marks (BEC). Errors or omissions must be reported in writing to the Registrar within thirty (30) days following the issuing of reports.

3.2 **Students' Rights**

- 3.2.1 Students have the right to information related to the ministerial and institutional objectives, including reference to the requirements for the comprehensive assessment, of the program in which they are registered.
- 3.2.2 Students have the right to receive a copy of the IPESA.
- 3.2.3 Students have the right to be given at the beginning of term an outline for each course containing the explicit objectives, requirements and the evaluation procedures.
- 3.2.4 Students have the right to an evaluation based on the explicit objectives of the course.
- 3.2.5 Students in multisectioned courses have the right to expect an appropriate degree of consistency between the sections with respect to objectives and standards, methodology, and evaluation.

- 3.2.6 Students have the right to have assignments graded and returned promptly and to receive an indication of their performance in a course before the mid-term evaluation date designated by the Academic Dean.
- 3.2.7 Students have the right to look at their examinations and final end-of-term pieces of work up to the end of the following session.
- 3.2.8 Students have the right of recourse to an appeal procedure should they feel they have been incorrectly or unfairly evaluated during the term or at the end of term.
- 3.2.9 Students have the right to the confidentiality of their records unless they waive this right in writing. Access to the records is limited to designated administrative personnel.

3.3 **Teachers' Responsibilities**

- 3.3.1 Teachers will respect and conform to the requirements of the Ministry, the provisions of the IPESA and the guidelines adopted by the department and the program committees, as well as any specific provisions adopted to meet the objectives of the Language Policy.
- 3.3.2 Teachers will design their courses to ensure the best conditions for students to achieve the objectives of a course within a specific program. Formative and summative evaluation will provide informal and structured feedback, a necessary element in achieving an objective.
- 3.3.3 Teachers in multisectioned courses will respect the guidelines set by the department curriculum committee for an appropriate degree of consistency between sections taught by different teachers with respect to objectives and evaluation procedures.
- 3.3.4 Teachers will give students at the beginning of term a course outline which includes the explicit objectives and requirements of each course, including the relative importance of the criteria set by the Ministry for the final exit examination in language: comprehension and insight; organization of response; and expression. Reference is to be made to the method of evaluation, including rules for the testing situation, the mark breakdown and dates for projects, tests, readings, essays, participation, etc., as well as the meaning of and penalties for cheating and plagiarism(cf. 2.1.2).
- 3.3.5 Teachers will submit copies of course outlines to the department chair and Academic Dean at the beginning of each term.

- 3.3.6 Teachers will post at the beginning of each term their teaching schedules and office hours; they will be available at the times indicated to discuss with students their performance on assignments, tests, etc., and to review problems encountered in their courses.
- 3.3.7 Teachers will evaluate students on the explicitly stated objectives and requirements of their courses. Evaluation near the end of term should carry greater percentage weight in order to reflect the successful achievement of the objectives and standards of particular courses.
- 3.3.8 Teachers will grade and return assignments promptly and will give students an indication of their performance in a course before the designated mid-term evaluation date.
- 3.3.9 Teachers will advise the Associate Academic Dean of incidents related to cheating and plagiarism in their courses. Teachers will not permit the rewriting or re-submission of any piece of work in which there has been cheating or plagiarism, nor any substitution for the work.
- 3.3.10 Teachers will submit final grades according to the deadlines established by the Registrar.
- 3.3.11 Teachers will protect the confidentiality of a student's grades according to established procedures.

3.4 **Teachers' Rights**

- 3.4.1 Teachers have the right to be informed of the pertinent regulations of the Ministry, and to receive the program and departmental policies and guidelines, the Language Policy, the Policy on Student Conduct, and the IPESA. They will receive revised versions when they have been adopted.
- 3.4.2 Teachers have the right to be formally consulted during the process of formulating or modifying the IPESA and other policies and guidelines, as applicable.
- 3.4.3 Teachers have the right in the planning of courses to determine all aspects of methodology and procedures of evaluation within the constraints of the Ministerial regulations, the IPESA and other policies and guidelines.
- 3.4.4 Teachers have the right to expect from students behaviour that is appropriate for a learning environment (see "The Disciplinary Process," Policy on Student Conduct).

- 3.4.5 Teachers have the right to have access to recent literature and materials in the Professional Development Office and to both formal and informal workshops on the subject of the evaluation of student achievement.

3.5 **Administrative Structures**

Many offices and structures exist to formulate, implement and oversee the IPESA.

3.5.1 **Department, Department Chair, and Curriculum Committee**

3.5.1.1 The department chair, the link between the administration of the College and the faculty and students, is responsible for the effective functioning of the department and has as primary responsibility the enhanced education of the students. The evaluation of student achievement is an important component of this responsibility.

3.5.1.2 The department chair and the curriculum committee have responsibilities related directly to the general or specific education of the academic programs and to the specific disciplines within the department.

3.5.1.3 The department members, within the department meeting or the curriculum committee, review and recommend procedures for evaluating student achievement.

3.5.1.4 The department chair, in consultation with the curriculum committee, ensures that teachers achieve equity in evaluation within and across the various academic disciplines, especially in the implementation of course objectives and standards. The chair and the curriculum committee are responsible for consistency and equity in multisectioned courses with regard to objectives, standards, methodology and evaluation procedures.

3.5.1.5 The department chair receives proposed course outlines to be considered and approved by the curriculum committee before their being forwarded to Academic Council for consideration and final approval.

3.5.1.6 The department curriculum committee reviews course outlines with particular concern for the correspondence of evaluation practices to the attainment of the objectives of the course in itself and in its relation to the objectives of a program and/or the College.

3.5.1.7 The department chair ensures that the rights of students are safeguarded and the responsibilities of teachers are fulfilled.

3.5.1.8 The department chair ensures that the evaluation procedures within each department conform to the Policy.

3.5.1.9 The department chair is responsible for handling student grade appeals during the term.

3.5.1.10 The department chair is a member of the Academic Management Team.

3.5.2 **Program Committee**

Each program committee includes teacher representatives from disciplines within a specific program. It is responsible for following the ministerial guidelines for the objectives and standards, and for designing, implementing and coordinating the particular program. The program committee has significant responsibility with respect to the evaluation of student achievement since each student is registered in and must complete successfully a particular program of studies.

3.5.3 **Academic Management Team**

The Academic Dean and the Department Chairs form the Academic Management Team which has responsibilities related to the development, implementation and review of the academic curriculum, and to specific pedagogical policies and practices such as scheduling, student workload, examinations, faculty/student interaction, etc., which directly affect the academic achievement of students.

3.5.4 **Student Representation**

Students participate in the evaluation process collectively through the student representatives on Academic Council, Student Life, College Senate and the Board of Directors, and individually through the periodic evaluation of their academic courses and programs.

3.5.5 **Academic Advisors**

The academic advisors are an important resource for students in their academic achievement.

3.5.5.1 The academic advisors assist students in the planning of their program of studies and provide information on the College's academic policies and procedures.

- 3.5.5.2 The academic advisors meet with students to discuss changes in program and courses, conflicts, equivalences and withdrawal from courses.
- 3.5.5.3 The academic advisors are available to students to discuss their progress and to assist in resolving academic problems.
- 3.5.5.4 The academic advisors, with the counsellors and the Associate Academic Dean, provide special assistance to students in poor academic standing in order to advance their progress.
- 3.5.5.5 The academic advisors verify the students' course profiles and the profiles of prospective graduates to ensure that diploma requirements are met.
- 3.5.5.6 The academic advisors provide university application forms and information on university and other postsecondary institutional requirements.

3.5.6 **Registrar**

The Registrar is the coordinator of numerous services related to evaluation:

- 3.5.6.1 The Registrar issues to each student the *Educational Services Contract (An Act Respecting Private Education, 2000; ch. IV)* which must be signed before registration each term. The contract specifies the prerequisites for admission (*General and Vocational Colleges Act, 1998, rev.; Div. II.2*) to a program leading to a Diploma of College Studies.
- 3.5.6.2 The Registrar verifies that students have the prerequisites for admission to a program leading to a Diploma of College Studies.
- 3.5.6.3 The Registrar keeps records of students' marks.
- 3.5.6.4 The Registrar verifies that students are officially registered in courses, and authorizes withdrawal from a course and from the College.
- 3.5.6.5 The Registrar coordinates and is responsible for final examination procedures.
- 3.5.6.6 The Registrar specifies dates for the submission of final grades.

- 3.5.6.7 The Registrar collects final grades for all courses.
- 3.5.6.8 The Registrar determines the method of internal publication of the final marks.
- 3.5.6.9 The Registrar receives appeals regarding final grades and is the non-voting Chair of the Final Grade Review Board.
- 3.5.6.10 The Registrar prepares the BECs and transmits them to the Ministry of Education.
- 3.5.6.11 The Registrar is responsible for the preparation of the list of students eligible for the Diploma of College Studies (DEC) and its submission first to the Board of Directors for approval and then to the Ministry of Education requesting the granting of diplomas. Upon their receipt, the Registrar is responsible for the distribution of the diplomas to students.

3.5.7 **Associate Academic Dean**

The Associate Academic Dean has responsibilities related to student achievement and to student-teacher interaction.

- 3.5.7.1 The Associate Academic Dean notifies teachers of any circumstances which may affect the evaluation of individual students. These circumstances include, but are not limited to, medical reasons, prolonged absenteeism and withdrawal from courses or the College.
- 3.5.7.2 The Associate Academic Dean meets with students when necessary to discuss their progress.
- 3.5.7.3 The Associate Academic Dean is responsible for dealing with all reports of cheating and plagiarism and for keeping a record of authenticated cases of these offenses.
- 3.5.7.4 The Associate Academic Dean, under the Academic Dean, authorizes temporary (IT) and permanent (IN) Incompletes.
- 3.5.7.5 The Associate Academic Dean authorizes students who are in poor academic standing to register for the following term and, with the academic advisors and counsellors, coordinates a process to assist the students in their progress.

3.5.7.6 The Associate Academic Dean authorizes the readmission of students who have been away from the College for at least one term.

3.5.7.7 The Associate Academic Dean may refuse permission to register to students who have been in poor academic standing for two terms, not necessarily consecutive.

3.5.7.8 The Associate Academic Dean is responsible for the institutional recommendations for students when required.

3.5.8 **Academic Dean (Director of Studies)**

The Academic Dean, under the Director General, is the chief academic authority in the College and responsible for all academic matters.

The Academic Dean is also responsible to the Ministry of Education, the Board of Directors, Academic Council, students, teachers and parents of students of minor age.

3.5.8.1 The Academic Dean is responsible for seeing that the IPESA conforms to the requirements of the Ministry of Education.

3.5.8.2 The Academic Dean ensures that the IPESA is available, understood and respected by teachers and students.

3.5.8.3 The Academic Dean is responsible for the examination of course outlines to ensure that evaluation procedures conform to the IPESA.

3.5.8.4 The Academic Dean chairs Academic Council and is a member of the Academic Management Team.

3.5.8.5 The Academic Dean provides department chairs and program coordinators with class marks, class averages, etc.

3.5.8.6 The Academic Dean reports information concerning academic standing, success/fail rate, incompletes, etc., by program and department to the department chairs and coordinators, Academic Council, the College Senate and the Board of Directors at appointed times.

3.5.8.7 The Academic Dean informs teachers about the policy on testing and specifies the deadlines for mid-term evaluation, the submission of term papers and projects, take-home examinations, etc.

3.5.8.8 The Academic Dean authorizes equivalences (EQ), dispensations (DI) and substitutions (SU).

3.5.8.9 The Academic Dean collects information on the method of final evaluation in courses and is responsible for posting the final examination schedule.

3.5.8.10 The Academic Dean prepares the annual Academic Calendar for approval by the Board of Directors.

3.5.9 **The Director General**

The Director General is responsible for the execution of all educational and administrative policies as determined by the Board of Directors.

3.5.10 **Administrative Information System (Statistical Control Panel)**

The A.I.S. provides the results and success rates for courses and overall results in each program and for the College; in addition to this important information, it promotes equity in evaluation within any given program and across the programs in the College. The indicators of the Administrative Information System are made available to the Office of the Registrar, to the Academic Dean, and to the department chairs and the program coordinators.

(Referred to as Academic Information System)

3.5.11 **Professional Development Office**

The Professional Development Officer is responsible for providing access to literature and other materials related to formative and summative evaluation of student achievement. It also offers opportunities for informal and formal sessions related to this topic.

3.5.12 **Final Grade Review Board**

The Final Grade Review Board is convened by the Registrar to deal with a student's grade appeal at the end of term.

3.5.13 **Academic Council**

Academic Council proposes recommendations to College Senate and the Board of Directors, or reviews recommendations, with respect to the academic objectives and standards of the College, the development of curriculum, and all matters of policy related to all academic programs, courses, policies and procedures.

3.5.14 **The College Senate**

The College Senate reviews policies and procedures received from the College standing committees and recommends such policies and procedures to the Director General if deemed appropriate; informs and advises the Director General on issues affecting the operations of the College or the achievement of its mission; and provides input to the Board of Directors on issues impacting on the College community.

3.5.15 **The Board of Directors**

The Board of Directors administers the affairs of the corporation and ratifies all College policies.

4. EVALUATION OF THE IPESA

4.1 **Evaluation of the Implementation of the IPESA**

4.1.1 Academic Council is responsible for overseeing the implementation of the IPESA with all its provisions.

4.1.2 Academic Council may appoint an ad hoc committee to oversee the process of evaluating the implementation. This may include consultation with faculty, administration and students for the review of selected course outlines, examinations and comprehensive assessments, and of coherence and equity in the evaluation of student achievement in the academic disciplines, departments and programs of the College.

4.2 **Review and Revision of the IPESA**

4.2.1 The IPESA will be reviewed at least every three years; the evaluation should take place in the autumn session preceding a revision.

4.2.2 Academic Council is responsible for overseeing the review and revision of the IPESA. It may consult with any College structure it deems appropriate as well as appoint an ad hoc committee for the review and revision.

4.2.3 The review will assess the effectiveness of the IPESA with respect to the evaluation of student achievement in light of the objectives and standards of the academic programs and of the College.

- 4.2.4 Any College structure may request a revision of the IPESA. Academic Council may undertake such a revision whenever it is necessary to improve the existing provisions of the IPESA.
- 4.2.5 Academic Council will recommend to the College Senate the acceptance of the revised IPESA to be forwarded to the Board of Directors for approval and adoption as the College policy for the evaluation of student achievement.

*Approved by Academic Council on
November 15, 2001*

*Approved by the College Senate on
December 5, 2001*

*Approved by the Board of Directors on
January 28, 2002*

*Approved by Commission d'évaluation de l'enseignement collégial
April 15, 2002*

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