

**POLICY GROUP:** NCT 100 – Student Records, Rights & Responsibilities

**POLICY TITLE:** Student Evaluation

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### **A. Background and Definitions**

Niagara College – Toronto is committed to providing student with fair opportunities to demonstrate their learning and receive timely feedback to support further learning and achievement. Assessment of student 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 – Toronto.

### **C. Scope**

This policy applies to all Niagara College students registered, and attending classes, at the Niagara College - Toronto (NCT) campus.

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#### **D. Policy Statements**

1. At the start of each course, faculty are to review the Course Outline with the class and provide a Teaching and Learning Plan (TLP) that provides the type, criteria and timing of evaluations that will be used in the course delivery. 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 TLP 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 ongoing class-based activities is crucial to the demonstration of the Learning Outcomes, a course may specify a maximum number 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 Program Coordinator, who will seek approval from the Academic Director and inform Records and Retention to withdraw the student and assign 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 students to reference while completing an evaluation and must mark evaluations against such criteria.
7. Faculty shall post all marks to NCT's online learning management platform (Canvas). 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, an explanation of the mark assigned.

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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 Director, or when prescribed by an external accrediting body. Students will be responsible for retaining returned evaluations as evidence in the event of an academic appeal.
  
10. In the event of a cancellation (e.g. faculty illness, inclement weather closure), the faculty members will determine the required adjustment to the Teaching and Learning Plan, including any adjustment to evaluations, and post updated information to the Niagara College – Toronto’s online learning management platform, CANVAS.

**E. Related Documents**

Policy: NCT 100 Grading & Transcripts  
 NCT 100 Missed Evaluations

**F. Document History**

Date	Approval/Review/Key Change(s)
March 3, 2023	New