

POLICY STATEMENT

Policy Name	Assessment and Grading Policy		
Policy #	C.25	Category	Academic Matters
Approving Jurisdiction	Board of Governors	Replaces	April 1, 2010
Administrative Responsibility	Vice President, Education and Training	Version	2024-07-01
		Next Review Date	To Be Determined

See the related **PROCEDURES** ([Link to be added when posted.](#))

PURPOSE

This policy sets out the fundamental principles and core elements that guide the assessment of student achievement. The policy promotes consistency in assessment and grading practices across the institution and adherence to academic standards. It provides guidance and expectations that enable students to determine their performance status in a given course and program. Clarity and consistency in these practices support effective teaching and learning while providing transparency to students on their progress in meeting learning objectives.

SCOPE AND LIMITS

This policy applies to all Aurora College programming.

Programming delivered in conjunction with partner institutions or specific programs delivered by Aurora College, may have grading systems that differ from the institutional standard.

POLICY STATEMENT

Assessment

Assessment is the ongoing process of collecting evidence of student learning. It occurs in a formative manner to provide feedback to students and in a summative form to measure the level of student achievement. Assessment must be clear and communicated to students and stakeholders in a timely manner. Stakeholders may include prospective employers, accrediting bodies and other academic institutions. If a student misses an assignment or examination due to extenuating circumstances, a supplemental opportunity for assessment may be arranged.

Grading

Grades are a measure of academic performance and are available for students to review. Aurora College maintains a standardized system of grading which is available in the Academic

Calendar. Any curve or system of quotas shall not predetermine the distribution of grades. Grades shall not be adjusted either by using curves or quota systems.

Guiding Principles

1. Assessment should be integrated into learning experiences and aligned with the objectives/outcomes of a course and program.
2. This policy does not limit the development of innovative forms of effective assessments, provided they are compatible with the principles stated in this policy.
3. Assessment should be fair, transparent, measurable and varied.
4. Students have the right to appeal grades through an established process (D.01 Student Appeals).

DEFINITIONS

Formative Assessment: Formative assessment occurs throughout the learning process to meet course or program objectives/outcomes, accommodate student needs and/or modify instructional strategies. It involves providing constructive, timely and specific feedback to students aimed to improve teaching and learning.

Summative Assessment: Summative assessment evaluates a student's knowledge of material at a given point in time in relation to previously determined learning objectives/outcomes. This is usually at the end of a course or program.

Extenuating Circumstances: Extenuating circumstances refer to a personal circumstance beyond the student's control that temporarily interferes with the student's ability to complete academic requirements.

Examples of extenuating circumstances may include:

- Accident
- Illness (physical or mental)
- Traumatic Event (e.g., divorce, assault, house fire)
- Bereavement
- Compulsory legal duties (e.g., jury duty)
- Unforeseen technological or workspace disruption beyond the student's control

Additional unforeseen circumstances will be evaluated by the School Chair.

RELATED POLICIES/PROCEDURES/DOCUMENTS

C.03 Recognition of Prior Learning
C.05 Academic Standing
C.13 Course Extensions
C.21 Practicums/Internships
C.30 Student Withdrawal
D.01 Student Appeals
G.11 Student Records

APPLICABLE LEGISLATION

Aurora College Act, RSNWT 1988, c A-7.

DOCUMENT HISTORY

Date	Update
1993-10	New policy issued.
1998-06	Policy revised. Policy and Program Committee Motion PP#40-1998. Board of Governors Motion BG#107-1998. Implemented January 1999.
1999-06-17	Policy revised. Policy and Program Committee Motion PP#64-1999. Board of Governors Motion BG#10-1999. Implemented August 2000.
2003-07	Policy revised. Policy and Program Committee Motion PP#70-2003. Board of Governors Motion BG#186-2003. Implemented July 1, 2003.
2010-03	Policy revised. Board of Governors Motion BG#15-2010. Implemented April 1, 2010.
2024-06-24	Changed policy name from <i>Grading of Courses</i> to <i>Assessment and Grading</i> . Combined policies C.24 Course Grade Determination; C.25 Grading of Courses; C.27 Supplemental Examinations and Assignments; C.28 Student Academic Evaluation. Board of Governors Motion #EM08-2024. Implemented July 1, 2024.