

Student Academic Assessment Procedure

Policy Name	Assessment and Grading Policy		
Policy #	C.25	Category	Academic
Approving Jurisdiction	Board of Governors	Replaces	New
Administrative Responsibility	Vice President, Education and Training	Version	2024-08-23
Procedures Approved by	President	Next Review Date	To Be Determined

See the related POLICY (link to be added when posted)

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.

PROCEDURES
1.0 Courses

- 1.1. The instructor for each course will review the academic performance of each student on an ongoing basis and be able to provide current grades, if requested, within ten (10) working days.
- 1.2. Instructors will inform students of their office hours and location to ensure students can discuss their academic progress.
- 1.3. Students are responsible for knowing their academic standing in a course or program.
- 1.4. When a student's course mark drops to or falls below the pass mark, the instructor may invite the student to meet and discuss their learning needs.

2.0 Practicums and Internships

- 2.1. The performance of a student in a practicum/internship may be evaluated at any time during the practicum/internship. See Policy C.21 Practicums/Internships for information.

3.0 Programs

- 3.1. The minimum cumulative average required to complete each program of study will be specified in the program outline.
- 3.2. Students who achieve and maintain the required cumulative average based on the program outline will be considered to be in good standing.
- 3.3. In order to successfully complete a program, students must fulfill all the requirements identified in the program outline.
- 3.4. A student whose cumulative average for the program is below the requirement of the program outline at the end of the semester will be placed on academic probation based on the Academic Standing Policy.

RELATED DOCUMENTS

- C.05 Academic Standing Policy
- C.21 Practicums/Internships Policy
- C.26 Course Outline and Syllabus Policy
- D.01 Student Appeals Policy