

**EFFECTIVE  
June 8, 2022**

# AA13

## Changes to Policy AA13 and What It Means for Faculty

AA13, the *Assessment and Evaluation of Learning* policy, details assessment and evaluation processes so students are provided effective feedback as they work towards achieving course learning requirements. AA13 outlines standards that guide assessment, evaluation, and progression.

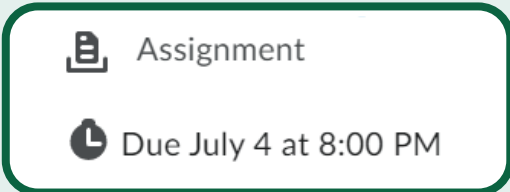
**What do I need to do?**

Use grading tools (rubrics, rating scales, or checklists) that reflect the CLR's.

Pace assessments and evaluations throughout the term, ensuring at least 20% occurs before Break Week and none occur in the week after.

### Use Brightspace to support student success:

- Provide an accurate and thorough Course Section Information (syllabus/learning schedule) before Day 1
- Use the Due Date feature for all assessments and activities in Brightspace



Design flexible, inclusive, and accessible assessments and evaluations that measure student success of the Course Learning Requirements (CLRs).

<b>Assignment(s) 30%</b> Validates Outcomes: CLR 1, CLR 2, CLR 4	<b>Hybrid Assignment(s) 20%</b> Validates Outcomes: CLR 1, CLR 2
<b>Lab Activity(ies) 30%</b> Validates Outcomes: CLR 3, CLR 4, CLR 5	<b>Practical Assessment(s) 20%</b> Validates Outcomes: CLR 1, CLR 3

<b>Assignment(s) 40%</b> Validates Outcomes: CLR 1, CLR 2, CLR 4
<b>Discussion Forum 30%</b> Validates Outcomes: CLR 3, CLR 4, CLR 5
<b>Group Presentations 30%</b> Validates Outcomes: CLR 1, CLR 2

**Provide a variety of evaluation methods, and no category or type of evaluation can equal more than 40%.**

The Course Outline and the Course Section Information (CSI/Learning Schedule/Syllabus) both include information about assessments and evaluations, but in different ways.

1 In the Course Outline, it is listed in broad categories.

Assessment	Value
Assignment 1: Formal Email (Week 1)	10%
Assignment 2: Written Formal Letter (Week 4)	15 %
Assignment 3: Written Cover Letter (Week 6)	15%
Discussion Forums x 6 (Weeks 2, 4, 6, 9, 11, 13)	30%
Group Presentation(s) 1: Mock Interview (Week 7)	10%
Group Presentation(s) 2: Business Proposal (Weeks 14-15)	20%

2 In the CSI, students are provided with smaller individual assessments with specific names and due dates. Multiple assessments in the CSI may add to one category in the Course Outline.