AA 13  Evaluation of Student Learning

Classification: Academic Affairs
Responsible Authority: Dean, Academic Development
Executive Sponsor: Vice President, Academic
Approval Authority: President’s Council
Date First Approved: 1995-07-19
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PURPOSE
To state the process for evaluation used by the College to provide students timely and specific feedback as they work towards the achievement of their learning outcomes.

The College is accountable for the assessment and evaluation of students’ performance through the application of standards that guide assessment, evaluation and progression. It informs students of their current level of achievement in a course or program.

A process of formal evaluation also enables the College to make decisions regarding students’ progress through a course or program.

SCOPE
All courses where assessment and evaluation of students’ learning take place.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Administrator</td>
<td>Program Chair, Course Chair or Academic Manager</td>
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<tr>
<td>Final assessment week</td>
<td>The final week of the semester</td>
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POLICY

1. Evaluation

1.1 Student learning in a given semester is evaluated in that semester.

1.2 For each school, Academic Administrators, in consultation with their professors, establish a process for the evaluation of student performance. This process and specific mechanisms for the assessment and evaluation of student performance are published in all course outlines.
1.3 Evaluation of student performance is based on criteria that reflect the learning requirements established for the course.

1.4 Professors evaluate students’ work using marking schemes or other tools that identify and use criteria for evaluation that are congruent with the learning requirements established for the course.

1.5 Evaluation results are formally documented and accessible to the student.

1.6 Students are to have more than one opportunity to demonstrate their achievement of the required learning. Normally, several evaluation methods will be used and these are spaced at intervals that provide ongoing feedback regarding progress and an opportunity to learn.

1.7 No single component of a course evaluation counts for more than 40% of the final grade, unless approved by the Academic Administrator.

1.8 At least twice during a term, the overall performance of full-time students in a program of study is formally reviewed. The process in which this review is to be done will be developed by the Academic Administrator, in conjunction with the professors and depending on the School structure, may require to be submitted to the Dean for approval. The process will require at a minimum the submission of identified at-risk student names at the mid-term point, and the submission of cumulative student course grades for all students at the end of term.

1.9 The overall achievement demonstrated by course evaluations is translated into a final grade using the College Grading System.

1.10 The final grade is validated by the Academic Administrator responsible for the course. Barring exceptional circumstances, the professor must be consulted when the Academic Administrator is considering changing the final grade of a student.

1.11 Students have the right to request a review of a grade (Policy AA 37 Review of a Final Grade) and appeal evaluation decisions (Policy AA 19 Academic Appeal).

1.12 For courses of a general interest nature and of a short duration, a formal evaluation may not be required.

2. **Course Outlines and Evaluation**

2.1 Course outlines will include:

- clear statements of the required learning that is to be achieved in order to successfully complete the course;

- the evaluation methods/instruments to be used to evaluate student performance, such as, projects, written tests, assignments, performance tests, and the linkage of each to the specific course learning requirements;
• the intervals during the course when student performance will be assessed;
• the criteria and method for determining the final grade designation; and
• conditions for granting supplemental privileges if applicable.

2.2 Any change made to the evaluation procedures after students have received course outlines must be made in consultation with the students in the class, and approved by the Academic Administrator before it can be implemented. Students, the Program Coordinator, and the course and program Academic Administrators are notified in writing of any such changes.

3. Final Assessment Week

3.1 Final assessment week is the final week of the semester.

3.2 During final assessment week, professors may complete the teaching of subject material that was previously introduced. This material is also evaluated in final assessment week.

3.3 All courses in a program level are delivered for the scheduled duration of the level.

3.4 An overall assessment plan is developed for final assessment week and scheduled so as to ensure a reasonable workload for students to support their academic success.

PROCEDURE

<table>
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<tr>
<td>1. Evaluation of Student Learning</td>
<td>Dean</td>
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<tr>
<td>1.1 Review annually the process for the evaluation of student performance for the School.</td>
<td>Academic Administrator</td>
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<tr>
<td>1.2 Ensure the specific mechanisms for the assessment and evaluation of student performance are published in the course outlines under their responsibility.</td>
<td>Professors</td>
</tr>
<tr>
<td>1.3 Evaluate students’ learning using marking schemes or other tools linked to specific learning outcomes and identified in course outlines.</td>
<td>Professors</td>
</tr>
<tr>
<td>1.4 Provide students with the results of each evaluation along with meaningful feedback in a course within ten working days. Exceptions to this timeline are to be approved by the Academic Administrator in advance of issuing the evaluation to students, and communicated to students accordingly.</td>
<td>Academic Administrator</td>
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<td>1.5 In conjunction with professors, develop a formal process to review the overall performance of students in a program and submit to the Dean for approval. The process will require at a minimum the submission of identified at-risk student names at</td>
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the mid-term point, and the submission of cumulative student course grades for all students at the end of term.

1.6 Twice during a term, formally review the overall performance of full-time students in a program of study based on the approved process and take appropriate action.  

1.7 Implement a process to oversee the activities planned for the students during final assessment week. Scheduling of those activities may involve the Registrar’s Office Scheduler.  

1.8 At the end of the semester, translate the evaluation results of students into a grade using the College Grading System.  

1.9 Submit the final grades on time to the Academic Administrator for validation using the Grade Reporting Form.  

1.10 Submit the final grades on time to the Registrar’s Office using the Grade Reporting Form.  

**SUPPORTING DOCUMENTATION**

None

**RELATED POLICIES**

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<td>AA 14</td>
<td>Grading System</td>
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<td>Review of a Final Grade</td>
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<td>Progression and Graduation Requirements</td>
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<td>AA 26</td>
<td>Course Outline</td>
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**RELATED MATERIALS**

None