



SUPPORTING STUDENT ACHIEVEMENT

Information for Students of the
District School Board of Niagara
and their Parents

Through the assessment and evaluation of students' work, teachers are able to determine the extent to which students have **achieved the curriculum expectations** of each course. Having this information enables teachers to **adapt instruction and review as needed**. It also allows the teacher to **identify students' areas of strength and areas for improvement**.

Sometimes assessment involves spontaneous feedback to students based on observations made in the classroom, the answers to questions, etc. This is an informal process and generally no marks are assigned to this kind of assessment.

Frequently, work such as assignments, problem sets, essays, projects, pieces of writing, etc. are required to be handed in so that the teacher can accurately gauge the achievement of the curriculum expectations by each student. These represent a more formal kind of evaluation.

There are several reasons why it is important that students submit their work by the deadline indicated by the teacher:

- the teacher is able to give **timely feedback** to students about their achievement while there is still time to make improvements
- the **class is able to move along at an appropriate pace** so that all students are productively engaged in learning and the curriculum content can be completed within the time allowed
- students are encouraged to develop **efficient time management skills** that will be useful not only in school, but in areas outside of school as well
- a more **equitable classroom environment** is established when all students are expected to submit work at the same time

SUPPORTING STUDENT ACHIEVEMENT(continued)

Teachers will do their best to ensure that **students have the information and support they need in order to meet assignment deadlines**. This will include the use of student-teacher conferencing and contacting parents/guardians. In addition, teachers may use other techniques, including:

- student-teacher conferencing
- contacting parents/guardians
- 'mini-deadlines', on larger assignments, for subunits of work
- providing opportunities to complete the work under supervision outside of the regular class time (e.g. lunch time or after school)

If a student foresees that he/she will be unable to meet a deadline due to extenuating circumstances, he/she should **immediately speak with the teacher** to discuss a possible extension.

Once an assignment has been evaluated and returned to the class, late submission of that particular assignment may not be accepted. A substitute assignment and deadline may be offered where appropriate. Failure to do the substitute assignment may result in a mark of zero.

If, despite intervention on the part of the teacher where appropriate, the student does not submit assignments in a timely manner, the teacher **may deduct 5% of the achieved grade per school day up to a maximum of 25% of the achieved grade** giving consideration to individual student needs and circumstances.

The teacher will maintain a record of the grade without the deduction, however **the adjusted mark will be used to determine the final grade in the course**.