



EVALUATION POLICY

Course Expectations and Evaluation

- Teachers are required to give students the standards and procedures outlining the general expectations of the course, assessment methods and grade distribution used to evaluate the student. These will be shared in early September to the students and parents electronically. Teachers will inform the students of their scheduled availability for remediation or tutorials.
- Students requiring help in a subject area should communicate with their teacher directly about strategies to reach their potential, such as attending tutorials at lunch or after school.

Homework Policy

- Homework is an essential part of our school program used to reinforce classroom learning.
- You can expect your child to have homework on most school days.
- Your child should have a quiet place to work at home and learn to review class materials even when their homework is completed.
- Students are expected to develop organizational and study skills to complete homework and assignments on time.
- It is the responsibility of the student to manage their school workload and prioritize their personal commitments accordingly.
- Students may require their parental intervention to develop good study habits and a responsible attitude towards homework.
- Students in secondary 1 especially will need help to adjust to the new challenge of high school academics.
- On Curriculum Night, your child's subject teachers will suggest a reasonable time allotment for homework. If questions or difficulties arise, the teacher should be contacted by email.

Assignments and Tests

- Students are expected to be present for all class evaluations. Students who do not have a valid, documented reason for missing a class test may receive a mark of zero.
- Students are expected to hand in assignments in the time frame specified by the teacher. If assignments are late, the teacher has the discretion to deduct marks as specified in advance.
- Students caught cheating or plagiarizing may receive an automatic zero. Please consult our **Academic Integrity Policy** on our school website.
- Parents are required to inform the teacher(s) or administration in writing prior to a planned absence. Students are expected to communicate with their teachers to plan for an equitable and timely submission of their work. Students who are absent due to extreme circumstances should contact the administration and teachers to keep up with academic requirements. Students may be required to provide written justification for the absence.

Reporting of Grades

- Our school year has an October progress report, and three report cards issued in November, February, and June. Final grades for some Ministerial courses may be reported in July.
- Parent-Teacher Interviews are held twice every year following first and second term report cards. Please refer to the school's **Important Dates Calendar** for the exact dates.
- Parents/guardians concerned about their child's academic progress or emotional well-being should contact the teachers by email at any time.

Examinations and Marking Policy

- Secondary students will write formal exams twice annually - Mid-Year and End-of-Year. Students are expected to present themselves on-camera to the examination room on time with the necessary materials.
- Those arriving more than 30 minutes late for an examination are not permitted to take the exam and may receive a mark of zero. Students absent due to medical reasons are required to produce a medical note with the date and details of the issue clearly indicated.
- If the examination schedule is interrupted due to unforeseen circumstances, the school will communicate details of schedule changes by email.
- Possession of a personal digital device or use of AI in an exam situation will be considered committed academic fraud and the student will receive a grade of zero for that exam.
- Final grades will be calculated as a combination of CLASS and EXAM grades. Passing the final exam is not a guarantee of successful completion of a course.
- The Ministry of Education requires a minimum grade of 60% to receive credit for a course.
- **Holiday travel is not a valid excuse for missing exams, class evaluations or handing in assignments late. No exemptions will be made.**

Credit and Promotion Policy for Secondary Students

- The pass mark is 60% for all High School courses and leads to receiving credits.
- Students who fail core courses will need to attend summer school to attain those credits and remain at level in those subject areas.
- A student must obtain a grade between 49-59% to be eligible for summer school.

Requirements for Secondary School Diploma

A student must meet the following conditions to acquire a Secondary School Diploma in Quebec.

- 1) Receive a passing grade in the following compulsory subjects:
 - Secondary IV Science and Technology
 - Secondary IV Mathematics
 - Secondary IV Histoire/History of Quebec and Canada
 - Secondary IV Arts Education
 - Secondary V English
 - Secondary V French Second Language Instruction
 - Secondary V Ethics and Religious Culture or Physical Education
- 2) Accumulate 54 credits at the Secondary IV and V levels with at least 20 of these credits recognized at the Secondary V level.

Students are responsible to select the courses that will enable them to pursue the educational or career path of their choice. Detailed information concerning post-secondary paths can be obtained through the school's Guidance Counsellor. All students in secondary 5 should schedule a consultation with the guidance counsellor to prepare for the post-secondary career plans.

Certificates and Diplomas

Upon successful completion of the requirements outlined above, a student will be granted a high school leaving certificate, or Secondary School Diploma from the Ministry of Education.