



CAVE EVALUATION POLICY

PowerSchool is recognized by Aspen View as a communication tool for educational stakeholders. As such, we will utilize PowerSchool as our main communication with students and parents. CAVE teachers are not required to enter marks or comments into Moodle, Google Classroom or any other platform. The following is required:

- (1) At the start of the semester, all evaluation categories must be entered into PowerSchool.
- (2) Core programs must have an evaluation scheduled at least every two weeks. Teachers may truncate assignment gradings to reflect a two week schedule.
- (3) Every two weeks, teachers must update PowerSchool. Absent assignments will be recorded as "Missing"; the student may receive a grade of zero.
- (4) Students who have not submitted required assignments within a two-week period, will be contacted by their teacher. Parents will also be contacted.
- (5) An incomplete assignment may not be accepted for evaluation if it is more than two weeks late.
- (6) Students who have not submitted required assignments for six consecutive weeks will be removed from a course. The parent and student will receive a notification email from the teacher. All further inquiries will be directed to the CAVE Coordinator.
- (7) Students who are withdrawn from a course may be placed into either a non-core course or a different core courses than the one they had been withdrawn from. This will be determined by the CAVE Coordinator.
- (8) Late registrants will have their absent assignments recorded as "missing" or a grade of zero until they catch up. Teachers will establish a reasonable, accelerated schedule to permit the student to complete the course by the end of the Semester.
- (10) A student may not enrol in core courses halfway through Semester II (April 30).
- (11) Students who transfer into Virtual, will have assignments from their previous course entered into Power School if the teacher deems the assignments to be applicable.
- (12) Cheating, copying or plagiarism: A grade of zero may be entered into PowerSchool and/or the assignment may have to be resubmitted.

Course Weighting for Core Programs

It is expected that assessments administered in a controlled environment such as in-class writing assignments, examinations or projects, should make up the majority of a student's course mark (70% controlled, 30% uncontrolled is recommended).

Quizzes, Tests and Exams

Coursework must be completed and evaluated before the student attempts an exam or test. Students need to request a quiz or exam from their teacher 2 days in advance of expected writing.

A teacher is permitted to require a student who fails an examination, to retake an assessment of equivalent value before they proceed in the course.