

BRIERCREST

CHRISTIAN ACADEMY

EXAMINATIONS AND FINAL ASSESSMENTS POLICY, v4

MANDATE: *What is our objective as a body of learning?*

At BCA, we value each student as an individual *and* as part of a community; we recognize and develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, strength and mind."

Summative exams and summative projects are evaluation tools used to assess cumulative student learning over an extended portion of the academic term.

1. All evaluation, including exams, should be done within the guidelines of the curriculum.
2. In the middle of each term, special days may be allotted by individual classroom teachers for students to write their midterm exams.
3. According to our "BCA Assessment Practices Policy", teachers may opt to set either an exam-based or a project-based final assessment for their courses. All students will be required to attend the times allotted for their final assessments for each of their courses; during these sessions, students may be writing an exam or they may be participating in some aspect of assessment related to their final project. The relevant excerpt from the "BCA Assessment Practices Policy" follows:
 - o There will be **no "recommends"** from course final exams.
 - o Teachers may set **final assessments** for grade 9, 10 and 11 courses which are not final exams; such assessments could include portfolios, projects, or any other demonstration of cumulative learning. Final assessments for grade 12 courses will be in the form of final exams unless otherwise decided by a specific department in consultation with the administration.
 - **Final assessments** for courses will account for no more than 25% of students' grades.
4. The schedules for final exams/assessments will be set by the BCA administration and will be posted well in advance of the commencement of the assessment sessions.
5. For final exams/assessments, students must stay in the classroom for at least one hour and may be given up to two-and-one-half hours to finish. Generally, students should not be permitted to leave the class while writing an exam in order to preserve the integrity

of the testing process.

6. At the beginning of each scheduled final assessment period, someone from the BCA office will circulate to check on absent students, and will follow up with phone calls home, or with Student Life staff in the dorms as appropriate.
7. All students are expected to be in school until holiday/break periods begin. If something unexpected/unavoidable arises which causes a conflict with the final assessment schedule, alternate arrangements must be coordinated through the vice principal. Requests for such alternate arrangements must be submitted at least 20 days before the final assessments are scheduled to commence. Generally, a \$50 per assessment session charge will be applied, which will cover the administrative aspects of alternate evaluations and supervision (shared by the school and the individual teacher). Students who are not present for their final assessment and who have not arranged in advance for an alternate evaluation as per this policy can expect to receive a "zero" for that assessment.
8. Major evaluative tools must be kept for a full academic year for 30 level classes, and for one half academic year for all other classes.
9. In all cases, exam security is essential. Teachers must keep all exams locked away before and after writing. Teachers must arrange their rooms for exams to avoid tempting situations for cheating and must actively monitor the students as they write.