

TITLE: STUDENT ASSESSMENT AND EVALUATION POLICY

Date of Approval: November 26, 2014

Mandatory Review

Date:
July 3, 2021

Approved By:

☐ Board of Governors

☐ Executive Committee

☒ Senate

Effective Date: July 3, 2018
(Revised June 28, 2018)

1 Purpose

Faculty are responsible for designing evaluations and assessments that are linked to course learning outcomes, are communicated in course outlines and enhance student learning irrespective of student success. The intent of this Policy and the supporting Procedure is to support consistent assessment and evaluation practices across Sheridan.

2 Scope

All professors (as defined below), Instructors (as defined below) and Co-op advisers, Career Education, and Student Services personnel (as defined below) are required to follow the Procedure of the Assessment and Evaluation Policy. This Policy applies to the assessment and evaluation of student performance in academic programming (Certificate, Diploma, Advanced Diploma, Degree, Post-Graduate Certificate and Board Approved Certificate credentials) within all Academic Faculties at Sheridan.

Academic Faculties may develop additional procedures according to unique program needs/program outcomes. These Faculty-level procedures must comply with this Policy and its associated Procedure. Local Faculty-level procedures are subject to the approval of the Faculty's Local Academic Council (LAC). If there are discrepancies between the Faculty LAC Procedures and this Policy, the Dean is responsible for resolving the discrepancy.

3 Definitions

Assessment: means providing ongoing feedback to students about their progress and development relying on methods and strategies that do not include a numeric or letter grade.

Formative: means assessment that takes place during instruction in order to provide direction for improvement to individual students and in order to make

adjustments to instructional programs. The information gathered is used for the specific purpose of helping students improve while they are still gaining knowledge and practising skills.¹

Evaluation: means the determination of the quality of work based upon defined criteria (e.g. rubric, grading scheme). Evaluation is usually communicated using a numeric and/or alpha grade.

Summative: Evaluation that occurs at the end of important segments of student learning. It is used to summarize and communicate what students know and can do with respect to curriculum expectations.²

Professors: include full-time, partial-load, part-time and sessional faculty members.

Instructor: is responsible for the assessment and evaluation of students within an assigned course.

Co-op Adviser, Career Education and Student Services Personnel: are responsible for assessment and evaluation of students within an assigned course.

Evaluation Plan: is a description of how learning will be evaluated. The evaluation plan is listed in the course outline. It identifies each evaluation with a clear statement of what percentage of the final grade each evaluation will represent.

Evaluation Practices: are descriptions of evaluations, such as how grades are determined (e.g. rubric), penalties for missed due dates, missed tests or exams etc.

Program: is a group of related courses leading to an academic credential awarded by the Board of Governors (Minister's Binding Policy Directive, 2009).

Faculty: is a Sheridan academic unit comprised of a number of related programs.

4. Policy Statement

4.1 The Student Assessment and Evaluation Policy and Procedure are intended to provide a framework for all Sheridan Professors, Instructors and Co-op Advisers (Career Education, Student Services) through an articulation of their respective roles and responsibilities related to assessment and evaluation of all students. At Sheridan, assessment and evaluation shall be guided by the following principles:

1 "Growing Success document" retrieved from: <http://www.edu.gov.on.ca/eng/policyfunding/success.html>

2 "Growing Success document" retrieved from: <http://www.edu.gov.on.ca/eng/policyfunding/success.html>

- A. Assessment and evaluation must be aligned with and measure course learning outcomes;
- B. Provision of effective and timely assessment and evaluation is a fundamental component of student learning and is critical in the learning process;
- C. Assessment occurs throughout the term and is done in a manner that is timely to inform future assignments, activities and graded material over the duration of the course. Assessment may also be conducted beyond the end of the semester if required;
- D. Assessment strategies should be informed by best practice, literature and, where relevant, by the professional practice or designations related to the course and field of study.
- E. Professors will strive to assess and evaluate using fair, accurate, authentic, consistent, equitable, respectful, transparent and objective methods;
- F. Professors are encouraged to promote shared responsibility of assessment and evaluation with students in order to assist students in managing and appreciating their learning; and
- G. Evaluation information of individual students is confidential and is subject to relevant Provincial legislation and statutes.

5. Related Documentation (Procedures/Additional Policies/Forms)

[Student Assessment and Evaluation Procedure](#)
[Academic Integrity Policy](#)
[Academic Appeals and Consideration Policy](#)
[Academic Appeals and Consideration Procedure](#)
[Grading Policy](#)
[Grading Procedure](#)
[Free Speech Policy](#)

Acknowledgements

The Teaching and Learning Sub-Committee of the Senate Student Assessment and Evaluation Policy Working group wishes to acknowledge the former Sheridan College Educational Policy and Procedure Review Committee (EPPR) document *Sheridan Principles and Standards for Course Evaluations* dated September 19, 2000 and the Sheridan Integrity Policy as sources for parts of this policy.

Sheridan wishes to acknowledge the University of Toronto: University Assessment and Grading Practices Policy, and; Cambrian College of Applied Arts and Technology: Coursework Assessment Feedback as sources for parts of this policy.