



ASSESSMENT AND EVALUATION HOLY TRINITY CATHOLIC HIGH SCHOOL

SECTION 1 – MISSED TESTS

If a student misses a test due to illness, a verified school activity, vacation, etc., the student must still write/complete the assessment.

- In the case of a planned absence, whenever possible, the student should arrange to take the test prior to absence.
- The student will write the assessment the day they return to class.
- If a student skips the class of the assessment only (truant) a mark of 0 may be assigned.
- If accommodation is required, the teacher and the student must arrange for a time to complete the assessment. This time should not conflict with other classes during the school day.

NOTE: In extenuating circumstances, administration and the classroom teacher will consult to find an alternate date up to a maximum of five school days after the date of student's return.

If a pattern of absence on test days is evident the student will be referred to administration for follow up.

SECTION II – LATE AND MISSED ASSIGNMENTS

- If a student misses an in-class assignment due to illness, a verified school activity, vacation, etc., the student must complete the assignment the day they return.
- If a student does not meet the due date of an assignment the teacher will establish a new due date for the assigned task or assign an alternative task with a new date (teacher discretion). Parents/guardians will be contacted. A deduction of 3% per day will be in effect from the original due date.
- If the new date is missed the teacher will contact the parent/guardian a second time to inform them the new date has been missed and that a reduction of marks per day continues up to the full value of the assignment.

SECTION III – MISSED CCA AND FINAL EVALUATIONS

MISSED IN-CLASS CCA:

- The teacher must notify the student's VP, who will follow up with the guardian.
- If an alternative date is needed this will be coordinated between the teacher and student.
- Where possible CCA % may be added to the final evaluation %.

MISSED FINAL EVALUATION:

- Teacher must notify attendance so they can contact home immediately to see if the student can attend that day.
- If they do not attend after this, the teacher will notify administration who will follow up with the student. In the case of extenuating circumstances, options could include:
 - Writing the afternoon of another exam day
 - Day Five of the scheduled exam days

SECTION IV – EXTENDED ABSENCES

If a student knows in advance that they will miss an assessment (EXAMPLES: Test, assignment, CCA or final exam) for an extended absence, it is the responsibility of the student to:

- Complete the extended absence form available from the main office.
- Consult with the classroom teacher prior to absence to make appropriate arrangements to complete missed tests and assignments.

Teachers must maintain their Brightspace for the course but will not be required to provide additional material for extended absences.