

# NAIT *Guideline*

AD 2.03

## Assessment Administration

Implementation Date: September 1, 2014

**NEW**

### Table of Contents

Section	Description	Page
1.0	Purpose	1
2.0	Definitions	1
3.0	Guidelines	2

#### 1.0 PURPOSE

At NAIT student progression is measured using a variety of authentic assessment techniques that provide students with opportunities to demonstrate the achievement of course outcomes. NAIT provides alternative means to demonstrate competency in approved circumstances.

#### 2.0 DEFINITIONS

Authentic Summative Assessment - Measurement activities that are aligned with course outcomes and demonstrate meaningful application of real-world knowledge and skills. Summative assessment, meaning assessment OF learning, is distinct from formative assessment, meaning assessment FOR learning.

Assessment Scheduling Conflict: A situation where a student is prevented from attending an assessment due to a NAIT scheduled concurrent, compulsory class, assessment or activity.

Completion Requirement - Fulfillment of course requirements as outlined in the Course Outline.

Coursework Extension: A coursework extension refers to extra time approved by Program Leadership for a student to complete coursework following the end date of the course. Extensions to coursework during the class timeframe are approved by the instructor.

Course Outline - A contractual document between NAIT and students that includes:

- A high-level overview of what will be taught.
- An outline of how course outcomes will be assessed.

Course Syllabus – A companion document to the Course Outline that provides students with an at-a-glance look at the expectations that will be placed on them throughout the course. The details of the expectations should include the course timeline which could be a daily or weekly schedule, student assignments and explanation of assessment activities. A syllabus also provides relevant instructor information.

Deferred Assessment – An assessment that has been postponed at the request of the student. The postponement has been approved using established criteria.

Incident – An occurrence out of the student's control that impacts a student's ability to complete an assessment in one or more courses.

Supplemental Assessment: An assessment administered at the request of a student that provides an opportunity to be successful in a failed course.

### **3.0 GUIDELINES**

#### **3.1 Assessments**

- 3.1.1 A course outline is the formal contract with students that identifies the outcomes students are expected to learn and the methods for assessing these outcomes.
- 3.1.2 All major assessments, as defined in the course outline, will be expanded upon in the course syllabus to include specific assessment details and timeframes. The course syllabus is made available to students before (preferable) or at the beginning of the course.
- 3.1.3 Single course assessments will normally contribute no more than 30% to the final course mark, with the exception of assessments of non-credit workshops and seminars, Workplace Integrated Learning, and capstone projects.
- 3.1.4 A variety of assessments may be used in a given course to assess a student's performance as outlined on the course syllabus. Assessments may take the form of (but are not limited to):
  - Assignments
  - Presentations
  - Tests & quizzes
  - Lab performance
  - Workplace education (i.e. practicum, co-op)
  - Exams

- 3.1.5 An accommodation for a documented disability that has been designed to meet the particular needs of a student could potentially involve adaptation to, or modification of, the manner of assessment. Changes to the assessment as outlined on the course syllabus will be in writing with the mutual agreement between the student, instructor, and, if required, with a Services for Students with Disability representative.
- 3.1.6 Instructors should review and provide results of assessments to students in a timely manner that will allow students adequate time to incorporate feedback into their learning. Assessments that are not returned to the student, such as final exams, are to be kept on file for 1 (one) year and be accessible to the student for feedback. Accrediting bodies may have additional requirements for retaining assessments on file.
- 3.1.7 An extension of coursework that goes beyond the end of the course will be approved by program leadership if the extenuating circumstances were not within a student's control.

## 3.2 Deferred Assessments

- 3.2.1 Students must complete a Deferred Assessment Request Form for each incident.
  - i Students will normally submit deferred assessment requests prior to the scheduled assessment date. In the case of an emergency incident that prevents a student from writing on the original assessment date, the student must contact the program area as soon as possible to request a deferred assessment.
  - ii Deferred assessment requests will be approved or denied by program leadership.
  - iii All missed assessments that occur as a result of the incident will be submitted on one form.
  - iv There will be one fee charged when an approved incident leads to more than one assessment being missed.
  - v A deferred assessment fee will apply to all incidents with the exception of NAIT created scheduling conflicts.
  - vi Fees can be waived in extenuating circumstances with the approval of the program leader.
- 3.2.2 Deferred assessment fees will appear on the student account upon approval.
- 3.2.3 A student whose deferred assessment request has been denied can appeal the decision to the Dean (or designate).

- 3.2.4 Appeals are to be in writing and submitted to the Dean's Office within five (5) business days of the denial.
- 3.2.5 The decision of the Dean (or designate) is final.
- 3.2.6 Every effort must be made to reduce the risk of students being advantaged or disadvantaged by deferring an assessment, for example an exam.

### 3.3 Supplemental Assessments

- 3.3.1 Supplemental Assessments support student success by providing students an opportunity to demonstrate the achievement of outcomes through an additional assessment in a course they have failed. A student who has failed a course may be given the opportunity to complete an additional assessment, with the approval of the program leader.
- 3.3.2 Requests for supplemental assessments must be made to the program leader immediately or no later than five (5) business days after the marks for the course have been released to the student.
- 3.3.3 Supplemental assessments are to be completed within two (2) weeks following program leader approval. Mark revisions are to be sent to the Registrar's Office within two (2) weeks of the student completing the supplemental assignment.

#### **Related Policies, Guidelines, Procedures:**

**IP 1.2 – School Curriculum Committees Guideline**

**IP 1.6 – Quality Curriculum for Credit Programming**

**AR 1.0 – Grades Guideline and Procedure**

Review date: June 2017

Lead: Registrar