

ASSESSMENT AND GRADING POLICY

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<p>GUIDING DOCUMENT(S):</p> <p>Assessment Accommodations Information and Verification Form</p> <p>Licensee Conduct Policy</p> <p>Academic Integrity Policy</p>	<p>DOCUMENT TYPE:</p> <p>Internal and External</p> <p>Public interest</p>
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PURPOSE

This policy outlines grading processes, including

- the right to fair Assessment for licensees enrolled in the College of Immigration and Citizenship Consultants (“the College”) education Programs;
- reasonable accommodations for Assessments,
- notification of the form of Assessment within a Course or Program;
- progress review processes,
- Licensee review of their Assessments;
- use of aids;
- confidentiality of Assessments, and
- how to challenge Assessment results.

OBJECTIVE

The objective of this policy is to ensure licensees in College_education Programs receive fair and equitable treatment with respect to Course and Program assessments.

APPLICATION AND SCOPE

This policy applies to College education Programs and Courses and all components in which licensees are assessed by any form of Assessment. Assessments include, but are not limited to, written assignments, oral assignments, tests, quizzes, and competency-based Assessments, which may be formative or summative in nature.

INTRODUCTION

Reliable and valid assessment processes in education Programs and Course are critical to determining whether a licensee is competent in the subject matter area.

DEFINITIONS

In this policy, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law and/or Regulations.

Absence – When a licensee does not attend a scheduled Assessment or does not submit an assignment or required Course component at the prescribed date and time. [*absence*]

Academic Integrity – The College supports the International Center for Academic Integrity's [definition of Academic Integrity](#) as acting in all academic matters with honesty, trust, fairness, respect, responsibility, and courage. [*intégrité académique*]

Assessment – Refers to any form of licensee activity in a Course where a grade is to be granted. [*évaluation*]

Assessment Accommodation – is a change made to an Assessment procedure, format or content. It is designed to remove barriers to a fair assessment and allow licensees to fully demonstrate their competency. [*mesure d'adaptation en matière d'évaluation*]

Assessment Accommodation Request Verification Form – medical documentation that must accompany any Assessment Accommodation request and must be completed by a registered or qualified health care professional. [*formulaire de vérification d'une demande de mesures d'adaptation en matière d'évaluation*]

Barrier – is a functional limitation resulting from a disability that can intersect with an Assessment experience in a way that restricts the licensee's access to the Assessment. [*obstacle*]

Course – A set of classes or a plan of study on a particular subject. Courses may be offered online, face-to-face or as a combination of the two. [*cours*]

Course Fees – Refers to the cost of taking a College education Course, plus all applicable taxes. [*frais de cours*]

Deferred Assessment - a required Assessment in a Course or a Program can be deferred or rescheduled to a later date when the licensee provides valid documented reasons for not being able to submit/complete the Assessment at the prescribed time. [*évaluation reportée*]

Program – A course of study, typically comprised of multiple Courses. [*programme*]

Program Fees – Refers to the cost of taking a College education Program, plus all applicable taxes. [*frais rattachés aux programmes*]

Supplemental Activity – An additional form of Assessment, subject to the decision of the Progress Review Panel, that may be approved for a licensee who was not successful on the initial Course or Program Assessment. [*activité complémentaire*]

1. POLICY REQUIREMENTS

General

- 1.1 Final grades are based on a combination of written Assessments, oral Assessments, and practical Assessments that are either formative or summative in nature.
- 1.2 A licensee who has an unexcused Absence from an Assessment, or an unexcused failure to submit an assignment or complete a required Course component, will receive a grade of 'F' for the Assessment, assignment, or Course/Program component, unless otherwise indicated by the instructor in the Course or Program outline.
- 1.3 A licensee who has a justified Absence from an Assessment, or a justified late submission of an assignment or other required Course/Program component must submit the appropriate documentation in writing to the instructor or Program Administrator no later than five (5) business days following the due date of the missed Assessment, assignment, or Course/Program component, to be excused. If the appropriate documentation is not received and approved within the deadline, the licensee will receive a grade of 'F' for the Assessment, assignment, or Course/Program component.
- 1.4 To justify an Absence from an Assessment or a late submission of an Assessment, a licensee must submit the appropriate documentation which includes, but is not limited to:
 - For Medical grounds – medical documentation that must be completed by a registered or qualified health care professional whose credentials qualify them to diagnose, treat, and provide relevant accommodation suggestions
 - A written medical report, from the same professional, which clearly states the date of Absence and the reason the licensee was unable to attend or complete their work during the prescribed time.

- For unforeseeable personal emergencies/circumstances – a written explanation, with any pertinent documentation available (for example, in the case of a death in the family, the licensee may provide an obituary notice), to the instructor or Program Administrator. The College reserves the right to accept or reject the reasons provided, or to request additional verification if necessary.

2. GRADING

- 2.1. The College uses the following grade designations:

Grade	Description
P	Pass
F	Fail

- 2.2. Licensees will receive a final grade of either 'P' (Pass) or 'F' (Fail) for each Course or Program
- 2.3. Pass and Fail criteria shall be included in all Course or Program outlines.

3. RIGHT TO FAIR ASSESSMENT

- 3.1 The Assessment of a licensee's performance in a Course or Program shall be fair and reasonable and reflect the content.
- 3.2 All Courses or Programs must include a reliable and valid Assessment process to determine a licensee's competence in the subject matter area.
- 3.3 It is the responsibility of the licensee to exercise due diligence in familiarizing themselves with the provisions of relevant policies, Assessment requirements, due dates, format, and substance of written forms of Assessment.
- 3.4 All forms of Assessment shall be conducted in such a manner as to preserve Academic Integrity.
- 3.5 To ensure the integrity of the Assessment process, it is not necessary that all licensees be tested on the same questions, case studies or other Assessment material.
- 3.6 There should be more than one Assessment in each Course or Program. Assessments may be formative or summative in nature.

4. ASSESSMENT ACCOMMODATIONS

- 4.1 Licensees have the right to request Assessment Accommodations to fulfill the Assessment requirements for a Course or Program.
- 4.2 Licensees with valid documented reasons (medical or unforeseeable personal emergencies/circumstances as described in section 1.4, who cannot submit a required Assessment in a Course or Program, or complete a required component of the Course or Program at the prescribed time, upon providing proof of their Barrier, may request a Deferred Assessment or receive another type of accommodation.

5. NOTIFICATION OF FORM OF ASSESSMENT

- 5.1 At the time of enrollment in a Program or Course, a licensee will be provided with a description of the means of Assessment to be used in the Program or Course which shall include:
 - i. the pre-requisites for the Program or Course;
 - ii. the number, nature, and forms of Assessments to be used.
- 5.2 In the event of extraordinary circumstances beyond the College's control, when the Assessment framework in a Course or Program is subject to change, the College will notify licensees of the change by phone or email a minimum of three (3) business days (where possible) prior to the change.

6. PROGRESS REVIEW

- 6.1 Licensees' final Course and Program grades are reviewed by the Progress Review Panel (PRP). Following each PRP meeting, licensees are informed of their final grades and can:
 - i. progress to upcoming Courses or continuation in a Program;
 - ii. be directed to a Supplemental Activity;
 - iii. be directed to a repeat of the Course/Program; or
 - iv. be removed from the Course/Program.
- 6.2 Licensees are eligible for a Supplemental Activity only when:
 - the licensee has a grade of 'F' (fail) for their assessment
 - the licensee can supplement the failed assessment (i.e., live tutorials are not eligible for supplemental activity)

- the Panel determines their overall competence can be remediated

6.3 Licensees who have failed a Course or Program forfeit all Course/Program Fees paid.

7. REVIEW OF ASSESSMENTS

7.1 Licensees may request specific feedback on an Assessment for which they have received a grade, subject to reasonable administrative arrangements, providing it does not compromise the security and integrity of the assessment and provided the request is made in writing, to the Program Administrator within five (5) business days of receiving the initial grade.

8. ASSESSMENTS

8.1 A licensee's right to take an Assessment within a Course or Program is contingent on:

- enrollment in the Course/Program;
- fulfillment of all Course/Program requirements for taking the Assessment; and
- verification of any proof of identity required.

8.2 Assessments are considered "closed book" in nature unless otherwise specified in the Course or Program outline.

8.3 The content of an Assessment in a Course or Program shall be changed regularly

9. USE OF COMPUTERS, EQUIPMENT, TOOLS OR AIDS, ELECTRONIC OR OTHER

9.1 Use of computers and other equipment, tools or aids during an Assessment is strictly prohibited unless expressly permitted in the Course or Program outline (e.g. Assessments that are administered online), or with an approved [Assessment Accommodation Request Verification Form](#).

9.2 Where the use of items listed in 9.1 is permitted during an Assessment, licensees shall comply with all restrictions imposed on such use

10. CONFIDENTIALITY OF ASSESSMENTS

10.1 All Assessment questions are confidential and shall not be copied, duplicated, shared, or otherwise reproduced.

11. CHALLENGE OF ASSESSMENT RESULTS

- 11.1 A licensee who is dissatisfied with the result of an Assessment may challenge the result to the Director, Professional Standards, Research, Education and Policy for reconsideration. The Director's decision is final.
- 11.2 A licensee challenging the results of their Assessment must do so in the prescribed format as outlined in the [Challenge of Assessment Results Form](#).

APPROVAL AND REVIEW

Version	Details <i>If relevant, add notes to alert readers about the modifications to the document (ex.: updated wording)</i>	Approval Authority	Date
Original Approval 16/04/2021	Updated wording and definitions of Assessment Accommodations and Assessment Accommodation Information and Verification Form	Board of Directors	23/01/25