

Evaluations Policy

Policy ID: TBD

Approved by: Compliance

Executive(s) Responsible: Executive Direction of Operations and Infrastructure

Administrator(s) Responsible: Academics, including Faculty

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Background & Scope

Evaluations, formal assessments of student learning that include (but not limited to) examinations, tests, quizzes, projects, and assignments, are significant components in ensuring students' academic progression and skill development. Students must be able to demonstrate the prescribed learning outcomes within each course through formal evaluations.

Toronto School of Management is committed to ensuring that all students are able to complete their timed evaluations in a calm and quiet environment, favourable for learning, to help increase their chances of success. We have developed rules for students to follow before and during evaluations as well as submitting assessments, both in-person and online, to ensure fairness and to enable students to perform to the best of their abilities. In addition, if students miss any assessments, they are bound by the rules and procedures outlined in this policy.

Purpose of the Policy

TSoM has the responsibility to ensure that all students are evaluated in an equitable manner and recognizes that students may face exceptional circumstances which could prevent completion of evaluations as scheduled.

Therefore, the purpose of this policy is two-fold – to define the rules that students must follow when taking any timed assessment (whether in-person or online) and to outline the procedures involved if a student misses an evaluation.

For TSoM's rules and regulations pertaining to assignments and plagiarism, see the Academic Integrity Policy.

Policy Statement

1. Timed Assessment Rules

Timed assessments include quizzes, tests, and examinations, all of which are important parts of ensuring academic progression and students' development. Sanctions for violations (not covered in this policy) will be applied in accordance with the Academic Integrity Policy.

The following rules apply to all timed assessments regardless of whether they are taken in-person and virtually (for hybrid learning); for more details on hybrid-delivery evaluations, see the Hybrid Learning Delivery Policy.

- 1.1 No person will be allowed in an examination room during an examination except the students and instructor.
- 1.2 Students must not communicate with one another in any manner during the examination.
- 1.3 No materials or electronic devices can be used or viewed during an examination except those authorized by the instructor.
- 1.4 Unauthorized materials include (but not limited to) books, class notes, formula sheets, or handouts.
- 1.5 Unauthorized electronic devices include (but are not limited to) cell phones, laptops, tablets, calculators, personal digital assistants, electronic dictionaries, smart watches, and smart glasses.
- 1.6 Students who use unauthorized materials or electronic devices during exams or assist or obtain assistance from other candidates in any way/shape/form are liable to penalties under the Academic Integrity Policy, including receiving a failing grade on the examination, suspension, or expulsion.
- 1.7 Students will not be permitted to enter an examination room later than fifteen minutes after the start time.
- 1.8 Students will not be able to leave an examination unless under supervision of instructor/facilitator until at least half an hour after the examination has started.

- 1.9 Students are required to verify their identity by presenting a valid form of ID (e.g., driver's license, passport) to faculty/facilitator(s) prior to commencing a scheduled/timed assessment. Photos will not be accepted.

Students failing to present a valid form of ID will not be able to participate in the assessment and will be required to reschedule with Academics Department within 1 (one) business day.

Failing to reschedule within 1 (one) business day will result in a daily 10% late penalty with a maximum of 50% for failing to make necessary arrangements within 5 (five) business days. If no contact has been made within 5 (five) business days, a grade of 0 (zero) will be assigned.

2. Missed Evaluations

- 2.1 Students are to assume responsibility for missed evaluations and must be prepared to forfeit marks allocated to such work during an unapproved absence. Students who miss a scheduled evaluation without approval, will receive a mark of zero. If they are deemed eligible to write a make-up or complete an alternate evaluation for that course, the mark for that will be entered upon completion.
- 2.2 Students arriving late for an evaluation will not be given additional completion time. In some circumstances, late arrivals will not be permitted to complete the evaluation.
- 2.3 If there is a technical disruption that prevents students from completing an online quiz/test/exam, students are required to provide proof in order to receive a second chance, such as a screenshot including the date and time.
- 2.4 Students who miss the scheduled make-up evaluation will receive a mark of zero.
- 2.5 False statements or documents used to obtain a make-up evaluation will be treated as Academic Misconduct.
- 2.6 Students who are suspended or expelled cannot complete academic work, and no alternatives will be provided for missed evaluations or academic work.

- 2.7 Missed academic work or evaluations for students on Interim Measures will be treated as Sanctioned Absences while the investigation is underway.
- 2.8 The date, time and location to make up any missed evaluations for approved students will be communicated to students via e-mail.
- 2.9 To maintain the academic integrity, the make-up evaluation to be completed may not be identical to the one missed.

3. Planned Absences

- 3.1 Students who intend to miss an evaluation for a Sanctioned/Personal Event are responsible for informing the faculty member(s) no less than two (2) business days prior to the evaluation.
- 3.2 A Student Absence Request for a Sanctioned Event will be assessed by the faculty member(s) and approved when feasible, subject to their discretion and the options available.
- 3.3 Rationale for the Student Absence Request for a Personal Event will be assessed by the faculty member(s) with approval at their discretion. The faculty member may consider the reason(s), and duration of the absence, prior absences, the type of evaluation, other pertinent information, and the options available.
- 3.4 When travel for the event is required, the student is expected to attend classes up to the latest possible date/time prior to departure.

4. Emergency Absences

- 4.1 Students need to obtain approval for an Emergency Absence within five business days.
- 4.2 The student must contact the faculty member(s) of the affected classes at the earliest opportunity by sending a request via e-mail.
- 4.3 Rationale for the Emergency Absence will be assessed by the faculty member(s) with approval at their discretion. The faculty member(s) may consider the nature of the

event leading to the request, timeliness of the request, prior absences, duration of the absence, type of evaluation impacted, and other information, to reach a decision on the request.

5. Approved Absences

- 5.1 If approved, the faculty member will provide a reasonable opportunity for the student to make up for the missed work. Students are responsible for meeting with faculty and completing assigned work.
- 5.2 Faculty will determine if the evaluation needs to be completed prior to, or after the original date of the missed evaluation.
- 5.3 For unique in-class learning experiences and/or evaluations, faculty members may design an alternative assignment, if feasible. Should no alternative exist for a particular evaluation, faculty may re-weight the mark with the Academic Manager's approval.

6. Unapproved Absences

- 6.1 A mark of zero (0) will be given for all evaluations missed during unapproved absences.
- 6.2 If an alternative to make up the missed work/evaluation, or re-weighting of marks is made by faculty or the Academic Manager for unapproved absences, the student can only score a maximum of 60%.

7. Appeal of Decisions

- 7.1 Should a Student Absence Request be unreasonably denied, the student may request a review of the decision by the Academic Manager for the course, who will review the request, consult with the faculty member who denied the request, and render a decision which will be final and binding.
- 7.2 For absences due to a Sanctioned or Personal Event, the appeal should be initiated prior to the evaluation that would be missed.

Definitions

Emergency Absence: unplanned missed classes/evaluations resulting from an unexpected significant event.

Personal Event: pre-planned/pre-scheduled events or appointment of a personal nature that cannot be scheduled outside of academic hours. Such events are expected to be extraordinary in nature, and absence a last resort for the student.

Sanctioned Event: an event/activity for which a student is formally appointed by TSoM to represent the college. Examples include (but not limited to) intercollegiate/competitive events, presentation of peer-reviewed scholarship, and events/activities in which students are obligated to participate for financial aid.

Unapproved Absence: an absence that has not been approved by a faculty member in accordance with this policy.

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	TBD
Attendance and Absenteeism Policy	TBD
Hybrid Learning Delivery Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
June 2023	Creation and approval