

PARKLAND COLLEGE	CATEGORY C	STUDENT PERSONNEL
STUDENT EVALUATION	POLICY #: OPR C-03	APPROVED: JUNE 10, 2013 REVIEWED:

Keeping in mind that we teach adult students who are often working on an individualized academic program we subscribe to the following evaluation policy.

PHILOSOPHY

- 1) Evaluation should be a planned, continuous activity and should reflect the objectives of the curriculum.
- 2) Evaluation should include measurement, recall, interpretation and judgment.
- 3) Evaluation should be sensitive to culture, gender and socioeconomic differences where practical.
- 4) Evaluation may be based on a variety of indicators and may be used for formative, diagnostic and summative purposes.
- 5) Evaluation should be fair and respect student confidentiality.
- 6) Evaluation should provide opportunities for improvement and foster student self-appraisal.
- 7) Evaluation criteria should be communicated to the student at the beginning of the course.

Each Instructor at Parkland College Will Be Required To:

- 1) Provide each student with written notice as to how they will be assessed in each subject, including a timeline, at the beginning of the course.
- 2) Provide each student with a written and oral progress report at least once a month.
- 3) Evaluate and return to students' regular assignments and projects in a timely manner.
- 4) Retain tests and examinations used in student evaluations for a period of one year.
- 5) Retain records of student progress for one year with the official transcript being stored permanently in Melville.
- 6) Provide Adult Basic Education students one opportunity to rewrite final examinations. (The Education Regulations, 1986, Part VII).

Parkland College instructors have the authority and responsibility to assess student progress. It is recognized that such evaluations may have a significant impact on the student's future.

In the event that a student questions the evaluation of his work, he should:

- 1) Attempt to resolve the issue with the instructor in question.
- 2) If step one does not result in a solution the student refers to Category C OPR C-01 Student Appeal Procedure.