

ESBCHS Missed Assessment Policy

The policy regarding missed assessments is designed to ensure fairness and accountability among students and to maintain the integrity of class assessments. It ensures that all students can receive timely feedback on their academic performance from their teachers.

Missed Classroom Exam, Quiz, or Essay

- Students who miss a scheduled exam, quiz, or essay are eligible to write it following the procedures below, provided it is an excused absence.
- When a student misses an assessment, regardless of the reason, they receive a reluctant zero in PowerSchool. The reluctant zero is temporary in most cases.
- Parents are required to report and excuse absences via School Messenger within **48 hours of the absence**. Absences not excused within this timeframe will result in the student being ineligible to write the missed assessment.
- Students are expected to write their missed assessment the day of their return to school.
- Please see the section on Non-Diploma Final Exams below for information on final exams.

Excused Absences

- In cases where the absence is excused, such as illness, vacation, or a family emergency, students are allowed to make up for their missed assessment and have the reluctant zero removed.
- Missed exams must be written between 7:10 AM and 8:30 AM.
- Missing a scheduled makeup slot in the exam room will result in a permanent zero with no option to reschedule.
- Writing assessments ahead of time is strictly prohibited to preserve academic integrity.
- For pre-arranged extended absences or long-term illness notified by parents, teachers will coordinate a catch-up plan directly with the student and parents.

Unexcused Absences

- When a student is marked unexcused, such as student truancy or failure to report the absence within **48 hours**, the student will receive a permanent mark of zero on the assessment.

Procedure for Writing Missed Classroom Exams

- Teachers will schedule missed exams in the exam room and will directly communicate the date and time to the student.
- Failure to show up on the designated date/time will result in a permanent score of zero. There is no rescheduling of the missed exam.
- Exams take place in the exam room inside the library.

Students with Approved Accommodations

- **ISP Accommodations:** Teachers will schedule students who require accommodations (e.g., extra time, audio, quiet space or a scribe) into the exam room during the day.
- Missing a scheduled makeup slot in the exam room will result in a permanent zero with no option to reschedule.

Non-Diploma Final Exams

ESBCHS' Final Exam Policy ensures the security of Final Exams. Students who are unable to write their final exam on the scheduled date will meet with their administrator to determine whether the student will receive an exemption or deferral of the Final Exam.

- Final exams are compulsory and must be written at the scheduled date and time posted on the school website. Exam week is considered instructional time, and parents are responsible for ensuring student attendance.
- If a final exam is missed, a 0% grade will be recorded until the exam is written.

Missed Final Exam(s) - Double Days

If a student misses a final exam on the double days in January or June, they will need to contact their alpha administrator to reschedule this exam.

Missed Final Exam(s) - January

- If a student misses a final exam(s) in January, the student will write the final exam at a later date in Semester 2. Once the Final Exam is written, the student's mark will be adjusted, and a course correction will be submitted to Alberta Education.

Missed Final Exam(s) - June

- If a student misses a final exam(s) in June, the student will write the final exam(s) on the teacher workdays. If the student cannot write the missed exam(s) on those days, the exam will be written on an agreed date in the following September. Once the Final Exam is written, the student's mark will be adjusted and a course correction will be sent to Alberta Education. This policy was derived from the Alberta Education Diploma Exam policy.

Procedure

1. The student will meet with their alpha administrator to receive an ESBCHS Request for Exemption/Deferral form.
2. The student will then return the completed form to their administrator.
3. Admin will decide whether the student will be granted an exemption or whether they will write the Final Exam at a later date.

Reasons for Exemption (This list of exemptions mirrors Alberta Education's List of Exemptions for Diploma Exams)

1. Medical (acute illness, surgery, acute episode of ongoing medical condition; attach Physician Confirmation Form)
2. Inclement Weather (attach official supporting documentation)
3. Court appearance (attach official supporting documentation)
4. Bereavement _____ (provide relationship to student - attach official supporting documentation)
5. Other (Specify) _____ (provide supporting documentation).