

## **ASSESSMENT AND GRADE APPEAL POLICY**

**Approved by:** Associate Director, Quality Assurance

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Grades for courses are determined by evaluating student learning and how well students meet the specified learning outcomes. Each course may utilize different assessment methods to measure this achievement. The criteria for these assessments are detailed in the individual program and course outlines.

Each course includes both formative and summative assessments. Formative assessments, such as weekly quizzes, are designed to gauge students' general progress and understanding of the material throughout the course. These assessments provide valuable feedback that helps students identify areas for improvement. In contrast, summative assessments are used for final evaluations and grading, measuring the overall mastery of the course content. Together, these assessment types play a crucial role in the learning process, supporting student development and achievement.

At Eton College, summative grading is generally based on the weighted percentages of each assessment, with each assessment contributing to the overall course grade as a cumulative percentage.

| <b>Percentage</b>                | <b>Letter Grade</b> |
|----------------------------------|---------------------|
| 90-100%                          | A                   |
| 80-89%                           | B                   |
| 70-79%                           | C                   |
| Below 70%                        | F                   |
| Did not complete (i.e. withdraw) | DNC                 |

A passing grade for a course is 70%, which is equivalent to a 'C'. Students who receive a 'F' will be required to retake the course.

Some courses may utilize a pass/fail grading system (competent/not competent) based on the learning outcomes. Certain programs include practicum or co-op components that provide work experience; the grading for these components is outlined in specific program descriptions. Typically, these components are assessed on a pass/fail basis (competent/not competent) in relation to the established learning outcomes.

### **Grade appeal**

If a student receives poor grade on an assessment, early in a course, it is important for them to meet with the instructor to discuss their progress and study habits. During this meeting, the instructor can help identify specific areas of concern and provide guidance on effective study strategies. The instructor is committed to supporting students in their learning journey and will offer resources and direction to help them improve their performance.

1. Students have the right to appeal a final course grade, if it is a failing grade. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, they should discuss the matter with their instructor as soon as possible, but no later than five days after receiving the grade. The instructor will review the grade and, if warranted, assign a different grade.
2. If a student is not satisfied with the outcome of their appeal to the instructor, they can submit a written appeal to the Manager, Administration. The grounds for the appeal include the following:
  - a. A clerical error has resulted in a miscalculation of the grade.
  - b. The grade awarded does not fairly reflect academic performance and/or the stated requirements for the course.

Grade appeals must be made within 10 days of the release of the grade.

3. The Manager, Administration will request the relevant assessments or assignments from the instructor and may enlist another qualified instructor to conduct a review or reassessment.
4. If the reassessment results in a higher grade, the Manager, Administration will consult with both the original instructor and the instructor who conducted the re-assessment to discuss the reasons for the new grade. If it is agreed that the higher grade is justified, it will be assigned to the student.
5. Once the reassessment is complete, the grade will be considered final and cannot be appealed.

6. The decision on the grade appeal will be provided to the student within 30 days of receipt of the written appeal request.

**Contact Information**

| <b>Name</b>         | <b>Title</b>            | <b>Email</b>   |
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| Arafath<br>Mohammad | Manager, Administration | <a href="mailto:arafath.mohammad@innivec.com">arafath.mohammad@innivec.com</a> |