

Institutional Policy on the Evaluation of Student Learning

IPESL

Champlain College Saint-Lambert

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LIST OF ABBREVIATIONS

AEC: *Attestation d'études collégiales*, used in lieu of the Attestation of College Studies (ACS)

CCSL: Champlain College Saint-Lambert

CEEC: Commission d'évaluation de l'enseignement collégial

CEGEP : *Collège d'enseignement général et professionnel*

CoS: Commission of Studies

DAA: Designated Academic Administrator

DEC: *Diplôme d'études collégiales*, used in lieu of the Diploma of College Studies (DCS)

DI: Exemption

EBP: *Étudiants avec besoins particuliers*, or students with special needs

EQ: Equivalence

ESH: *Étudiants en situation de handicap*, or students with disabilities

GCO: Generic Course Outline

IEP: Individualized Education Plan

IPESA: Institutional Policy on the Evaluation of Student Achievement

IPESL: Institutional Policy on the Evaluation of Student Learning

IPMAP: Institutional Policy on the Management of Academic Programs

IN: Permanent Incomplete

IT: Temporary incomplete

LMS: Learning Management System

MEES: *Ministère de l'Éducation et de l'Enseignement Supérieur*

MIO: *Messagerie interne Omnivox*, or the internal messaging system of Omnivox¹

RREC: *Règlement sur le régime des études collégiales*

SAC: Student Access Centre

SCO: Specific Course Outline

SU: Substitution

¹ Omnivox, which houses LÉA, CLARA and MIO, is the LMS of Champlain Regional College.

INTRODUCTION

All colleges are required by law to have a *Strategic Plan*, a *Student Success Plan*, an *Institutional Policy on the Evaluation of Student Achievement* (IPESA), and an *Institutional Policy on the Evaluation of Programs of Study*, (RREC, section 25; General and Vocational Colleges Act, sections 17.0.1 and 17.0.2). These plans and policies align and interconnect to comprise a college's Quality Assurance System. The IPESA sets out the rules for the evaluation of learning that apply to all courses and programs that, under the responsibility of Champlain College Saint-Lambert, lead to a Diploma of College Studies (DEC) or an Attestation of College Studies (AEC).

In the Fall of 2019, Champlain College Saint-Lambert (CCSL) became a constituent college of Champlain Regional College. This new status allowed the college, for the first time, to create a policy on the evaluation of student learning that represents the values and practices unique to the CCSL educational community. Previous IPESAs required a consensus among the three Champlain Regional College campuses.

Work on this policy began in 2018 in anticipation of the college's new status and, in April 2021, the policy name was changed to IPESL, *Institutional Policy on the Evaluation of Student Learning*, to reflect the French title more accurately, *Politiques institutionnelles d'évaluation des apprentissages*, and to underscore the connection between assessment and student learning.

AIMS & OBJECTIVES

The purpose of the IPESL is to support the educational community at Champlain College Saint-Lambert as we synthesize our individual and collective efforts to provide meaningful learning for every student within our educational system.

As such, the principles and ideals upon which this policy is based consider current knowledge about how students learn, the diversity of learners, and the unique ways of teaching and learning in each discipline, which lead to practices that can be embraced by all faculties and to practices that belong within the internal operation of specific departments and programs.

This policy acknowledges that the assessment and evaluation of student learning is an integral part of the teaching and learning process that has two equally important purposes: (1) to validate student progress and (2) to increase student learning. To support this double purpose, this policy provides faculty with principles to consider, guidelines for practice and pedagogical support, while simultaneously recognizing the role played by each member of the CCSL community to enhance student learning.

It seeks to guide the development of evaluation practices and procedures that are valid, reliable, fair, inclusive, transparent, and accessible. Ultimately, it is meant to enhance student engagement and foster the college's mission and values by creating a culture of learning and assessment that fosters promotes community, collaboration, caring, respect, and lifelong learning.

SCOPE OF APPLICATION

The Institutional Policy for the Evaluation of Student Learning (IPESL) applies to all credit courses in the Day Division and Continuing Education at Champlain College Saint-Lambert. The IPESL is aligned with Champlain College Saint-Lambert's *Mission, Student Success Plan, and Strategic Plan*.

PRINCIPLES & IDEALS

The six principles defined below are the values that underlie the evaluation of student learning at Champlain College Saint-Lambert. The ideals name assessment practices that operationalize the principles.

Principle 1: Assessments need to be valid

Validity is the extent to which the task measures what it claims to be measuring. Valid assessments reflect the curricular and developmental goals of the lesson, course and/or program and represent content, processes and intellectual abilities students have had the opportunity to learn. Validity is achieved when assessment methods are directly connected to the ministerial competencies they aim to measure.

Principle 2: Assessments need to be reliable

Reliability has to do with the consistency, or reproducibility, of a student's performance and a teacher's judgement of that performance on an assessment task. For example, if a teacher were to administer a test with high reliability to a student on two occasions - all things being equal - the teacher should reach the same conclusion about the student's performance each time.

Principle 3: Assessments need to be transparent

Transparency refers to the extent to which all learners know and understand what is required by the assessment task, and therefore, what is expected of their learning. It begins by having clear learning outcomes with precise and explicit standards and communicating to students what those learning outcomes mean and require.

Regardless of the nature of the assessment task, it is essential that students know when it will occur, how much time they will have to complete the task, whether it is to be completed in class or outside of class, how much it contributes to their overall grade for the course and how it will be graded.

Principle 4: Assessments need to be fair and inclusive

A fair assessment is inclusive; it considers the cultural, linguistic, and developmental differences among learners and offers appropriate adjustments to meet the needs of students who require accommodation. The principle of fairness also involves what precedes an assessment (for example, access and resources) its consequences (for example, interpretations of results and impact), and aspects of the assessment design itself. A fair assessment has no surprises.

Principle 5: Assessments need to be varied, multidimensional and based on performances over time

The most reliable classroom assessments use multiple measures of student performance and provide students with more than one way to demonstrate that they have met a particular standard or competency. When teachers draw on multiple sources of evidence, they form a more accurate picture of learning, and a firmer base for improving the educational experience.

Principle 6: Assessments need to be aligned within and across sections of the same course

At the course level, alignment is achieved when the intended learning outcomes (ministerial objectives), instructional processes (teaching and learning activities) and assessments (formative and summative evaluations of student learning) are intricately related and connected to each other.

At the department level, this means that in multiple sections of the same course, teachers share a common understanding of the competencies and the standards at which students are expected to achieve them, and of the assessments that can measure the attainment of those competencies and standards.

Ideals

Effective Assessments

- Drive the learning process by enhancing student and teacher engagement
- Create a sense of community by providing opportunities for knowledge sharing, social integration, and peer and teacher support
- Provide timely feedback; ideally, graded work is returned to students within two weeks
- Help students focus their learning on the important goals of the course
- Promote a shared responsibility between students and teachers for learning
- Emphasize academic integrity by focusing on the values of responsibility and trust

EVALUATING STUDENT LEARNING: RULES, ROLES & RESPONSIBILITIES

The Course Outline

The course outline is a key component of the IPESL as it outlines what is to be learned. It names the ministerial competencies and their connection to the learning outcomes, the learning activities, and the varied ways learning will be measured. It also states the role of the course in the program of study and how it contributes to the program's Exit Profile.

Course outlines, both generic and specific, are developed and adopted by the department to which the course belongs. The generic course outline (GCO) provides a guiding framework for the course and fosters cross-sectional equity. The GCO serves as the basis for specific course outlines (SCO) developed by teachers and distributed to students.

The specific course outline:

- Identifies the name of the course, its course code, the semester, the teacher's name, the course time, the location, and the teacher's contact information
- Indicates the number of credits, the place and purpose of the course in the program in relation to the program Exit Profile (Day Division) or its place in a sequence of courses (Continuing Education)
- States the ministerial competencies to be achieved in the course
- Indicates prerequisite courses to be completed or co-requisites (courses to be taken concurrently)
- States the weighting (*ponderation*), that is, the total number of learning hours the course requires expressed in terms of expected hours of instruction, practical work, and work completed outside of class
- Lists required materials and ancillary fees
- Describes the course content and the way it connects to the ministerial competencies and the specific learning objectives achieved through the successful completion of the course
- Specifies the class methodology and mediagraphy, that is, instructional resources such as software, videos and websites
- Specifies the learning activities and the types of assessments
- Defines assessments as either formative or summative or a combination of the two
- Specifies how students will engage in the course
- Specifies the criteria on which student engagement will be evaluated
- Defines how the language standards for English literacy are applied in course assessments
- Stipulates the assessments on which the mid-course assessment of student progress is based
- States the evaluation structure for the course, including deadlines and the contribution of each assessment to the final grade
- Provides a calendar of major assessment dates
- Stipulates which assessments constitute the final summative evaluation
- Includes the IPESL statements on attendance and academic integrity
- Includes rules and policies unique to specific departments or programs

- Includes a link to the IPESL
- Is distributed and uploaded into the LMS at the beginning of the course

Teacher Responsibilities & Commitment to the Evaluation of Student Learning

Teachers support and supervise their students' learning by preparing course outlines, course materials and learning activities, while providing formative feedback and correct assignments and assessments.

The list below states teacher responsibilities that connect directly to the assessment of student learning through:

- Preparing the course outline and assessments according to the GCO and standards established by their respective department
- Presenting the course learning outcomes, content, methodology, and mediagraphy within the first week of class
- Explaining the ministerial competencies in relation to the specific learning outcomes, learning activities, and assessments
- Ensuring that students have access to and understand the methods and/or mechanisms of assessments that rely on technology to complete
- Grading their students' learning according to the standards adopted by their respective departments
- Identifying the segment of learning that a class test or final exam is measuring
- Scheduling make-up assessments or final exams for college-approved absences
- Accommodating the assessment of learning for students registered with the Student Access Centre (SAC), according to the student's Individual Educational Plan (IEP)
- Providing students with formative feedback
- Providing timely feedback
- Returning graded work (ideally within two weeks)
- Posting graded assessment results to the LMS in a timely manner
- Reviewing assessment corrections at a student's request
- Following the IPESL procedures in cases of plagiarism and cheating
- Retaining copies of student summative and final assessments for one year
- Recording student attendance as required for clientele confirmation and matters of safety and health
- Submitting the mid-course assessment of student learning by the set date
- Submitting the final course grade by the set date
- Participating in grade reviews as required
- Ensuring the confidentiality of students' information and documents

Student Responsibilities & Commitment to Learning

Academic success for students transitioning from high school to college requires a new way of learning as they adapt to new learning environments and assessment tasks. Students are challenged to assume responsibility for their learning by working independently and collaborating with others. This

independence and shared responsibility for learning is developed as students progress through their programs of study and gain awareness about different learning situations in different disciplines.

Interacting with course content, engaging in critical and analytical thinking, and applying knowledge to discussions and assignments requires being prepared and present in class, engaging in learning activities, supporting the learning of peers, and, when necessary, actively seeking support from one's teachers.

Through intentional engagement in the learning community, students develop higher-level intellectual abilities, sophisticated attitudes towards knowledge and learning, and positive attitudes toward themselves and others involved in the learning process.

Student responsibilities include:

- Attending all classes, labs, workshops, fieldtrips, *stages* and learning team activities
- Reading course outlines
- Seeking to understand the course learning outcomes, learning activities, and assessments
- Understanding and respecting department policies
- Working collaboratively with peers
- Completing assigned learning activities
- Engaging in collaborative work as it is described in the course outline
- Attending all scheduled evaluations
- Submitting assessments by the deadline
- Observing the formatting requirements for submitted work as set in the course outline
- Applying the language standards for English and French literacy
- Ensuring the authenticity of academic work
- Understanding the consequences of plagiarism and cheating
- Keeping copies of submitted assessments throughout the semester
- Using the resources provided by the college to support student learning
- Informing teachers about any absence and inquiring about missed work
- Informing teachers, in a timely manner, if an accommodation for a college-approved absence is required
- Contacting the Registrar's Office to validate any request for assessment accommodations due to missed classes or final exams, or the Continuing Education Office in the case of Continuing Education students
- Acting in a respectful way with all individuals in the CCSL learning community, whether in-person or online, on field trips and *stages*, and any time they represent CCSL

Attendance

Attending classes allows students to benefit from the:

- learning process designed by the teacher
- acquisition of a deep understanding of the course content
- involvement with peers, the teacher, and the subject matter
- successful completion of learning activities and assessment tasks that measure learning outcomes

Attendance is recorded by teachers as required for clientele confirmation and matters of safety and health. The Registrar's Office contacts students whose teachers are concerned about their absences.

EVALUATING STUDENT LEARNING: THE PROCESS

The evaluation of student learning is an ongoing process that encompasses each course, department, discipline, and program. Faculty collaboration within departments and across disciplines ensures that assessments at every level of the college's evaluation system are valid, reliable, fair and inclusive, transparent, varied, multidimensional, and based on performances that span a period of time.

As faculty balance formative and summative assessments, use mid-course assessments to provide feedback while learning is in progress, and apply the parameters surrounding final summative assessments, students integrate their learning. For students registered in a program of study that leads to a Diploma of College Studies (DEC), their learning is demonstrated through the successful completion of all general education courses, program-specific courses, and the program's comprehensive assessment.

The evaluation of student learning is based upon the grading of students' assessments. Graded assessments indicate how well the student has achieved a course's learning outcomes and standards—the course's competencies. Grades are recorded, as the term progresses, in the college's learning management system in numerical values that correspond to the standards and criteria of performance outlined by MEES and further defined by departments and programs.

It is the role of departments in the Day Division to determine what types of assessment are appropriate to the discipline and the grading standards, that is, the levels of academic performance that represent student achievement from an unsatisfactory to an outstanding level. This ensures coherence and equity among multiple sections of the same course.

In Continuing Education, the teacher, working in consultation with the pedagogical counsellor assigned to the course, determines what types of assessment are appropriate and the requisite academic standards.

For all assessments, students need to understand what learning is being evaluated, what standards of achievement are expected, and how the evaluations or assessments will take place. Complex assessment tasks, commonly referred to as performance-based assessment, need to be accompanied with written instructions that explain how each assessment connects to the course's learning outcomes. They also need to be accompanied with evaluation criteria and/or grading rubrics and a statement of its overall value towards the final grade.

A final course grade reflects a student's level of achievement of the course's learning outcomes and standards. The passing grade for any course is 60%. The following grading scale is used at Champlain College Saint-Lambert.

Percentage	Description
90% - 100%	Outstanding Performance
80% - 89%	Competent Performance
70% -79%	Adequate Performance
60% - 69%	Passing but needs work
0-59%	Standards of Performance not met

Additional assignments to increase grades and bonus grades are not allowed. If a teacher determines that an entire class requires additional work to fulfill the competency, the teacher is permitted to assign another task, which will require a change to the evaluation grid and course outline; changes need to be authorized by the DAA.

Formative and Summative Assessment

The assessment and evaluation of student learning has two equally important purposes: (1) to increase student learning, and (2) to validate student progress. These two complementary purposes are central to understanding the importance of balancing formative with summative assessments, which work in tandem to support student learning. Formative and summative assessments are required in all courses.

Formative assessments increase student learning

Formative assessment is directed towards helping students advance their learning through feedback received from teachers and/or peers. It is future-focused, action-oriented and used to improve student learning by considering the student's current level of understanding. Ideally, it is offered in time for the student to apply it immediately—that is, before their work is evaluated—or it can accompany an assignment already graded with the expectation that it will be applied in the future.

Summative assessments validate student learning

Summative assessment is used to evaluate student learning. Summative assessments are given at significant learning points within a course, at the end of a course, and at the end of a program. Summative assessments judge the student's performance against the established course criteria and standards.

Mid-Course Assessment of Student Progress

In the Fall and Winter semesters, students receive an assessment of their academic progress for each course in which they are registered. It is based upon the accumulated grades, which by the 8th week of classes, must comprise a minimum of 25% of the course's total grade. Exceptions may apply in intensive or internship courses.

In Continuing Education, students receive feedback on evaluations that comprise a minimum of 25% of their total grade by the midpoint of the course.

This mid-course assessment is not necessarily a specific evaluation task. It is the teacher's judgement of how the student is progressing in the course based on the work submitted to date. It allows students to make decisions about how they are approaching their learning to ensure a successful completion of the course. It encourages the continuation of effective learning strategies and/or identifies areas that need improvement.

The following mid-course performance indicators of student progress are used at CCSL.

Letter	Description
A	Outstanding Performance – 90% and above
B	Competent Performance – 80% to 89%
C	Adequate Performance – 70% - 79%
D	Passing but needs work – 60% - 69%
E	Experiencing difficulty – 59% and below
S	Assignments have not been submitted; see the teacher
Y	Absent - Student stopped attending class
Z	No evaluation available (applicable only to internships and intensive courses such as those found in Physical Education and Nursing).

Learning Activities and Engagement

Attending class cannot be used as a means to grade student performance. Grades can be assigned to learning activities that connect to the achievement of the course learning outcomes and require student presence to complete. Criteria for learning activities or engagement must be clearly defined and connected to the course's learning outcomes and the assessment weighting must respect guidelines established in the GCO.

Collaborative Work

While grading collaborative work can consider the process and the outcome, it must consider each student's contribution to the final product. Criteria for grading collaborative work must be clearly defined and its weighting must respect the guidelines established in the GCO.

End of Course Summative Assessments

The summative assessment at the end of every course attests to the student's achievement of the competencies that is, the specific learning outcomes attached to the course. This evaluation accounts for a substantive value toward the final grade, with a range between 30% and 40%. It can be a single or combined assessment task. Exceptions to the weighting of the final summative assessment may occur in courses that have clinical learning experiences, internships, and intensive courses.

Assessment of Students in Professional or Clinical Placements

In cases where a course includes a professional or clinical placement:

- The placement is directly connected to specific learning outcomes
- The grading is based upon student performance in all identified tasks, feedback from the host supervisor, and assessment by the teacher responsible for the course
- Students receive ongoing feedback throughout the professional and/or clinical placements
- Students receive written feedback from the teacher responsible for the course

Scheduling of Assessments

In both the Day Division and Continuing Education Day Division assessments and examinations cannot be scheduled or due for submission on statutory holidays. In the Day Division, assessments and examinations cannot be scheduled or due for submission during the Reading Week or identified Study Days and Pedagogical Days. An exception applies to Ministerial examinations that are scheduled by the government.

In the Day Division, in-class tests in the final two weeks of the semester cannot exceed 20% of the course's total grade value and do not replace a final exam. No examination (test, quiz, or combination of tests and quizzes) worth more than 20% of the final grade may be held in the last two weeks of class during the Fall or Winter semesters.

The seven-day exam period, at the end of the Fall and Winter semesters, exists for scheduled exams, take-home exams, and the completion of final projects. In the case of time-sensitive, take-home exams, it is the teacher's responsibility to verify that the allotted time for its completion and submission is sufficient and does not conflict with officially scheduled exams.

In courses where the final summative assessment is a complex assessment task that is not completed in the classroom, such as an essay, research paper, or special project, teachers must post and/or distribute written instructions and grading criteria at least three weeks prior to the due date.

Make-up Assessments

Students with college-approved absences are provided make-up assessments. Make-up assessments may require special consideration and extra time to complete. Depending on the type of assessment, teachers may allow students to complete the make-up assessment in alternative forms or formats. However, the alternative assessment must measure the achievement of the same course learning outcomes. The form of the make-up assessment will be determined by the course teacher and may include, but is not limited to deadline extension, deferred test, alternate assessment, and re-weighting of grades. Processes for re-assessments or re-submissions of individual assessments will be at the discretion of the department that offers the course.

Standards of Literacy and Proficiency in Written English

All classes and course material are given in English and students submit assessments in English. This does not apply to courses where the learning objectives specify that the language of instruction is other than English.

Champlain College Saint-Lambert recognizes the importance of increasing students' ability to use written English in all areas of study and life. As such, in courses where the acquisition of English language skills is not the primary learning objective, a minimum of 10% and a maximum of 20% is included in the grading criteria of assessment tasks with substantial written components.

In courses where the acquisition of English language skills is a primary learning objective, marking criteria are defined for all assessments. For these courses, the English department determines the range of grades for English proficiency.

Standards of Literacy and Proficiency in Written French

Champlain College Saint-Lambert recognizes the importance of increasing students' ability to use written French in all areas of study and life. As such, in courses where the acquisition of French language skills is a primary learning outcome, assessment criteria are defined for all assessments. For these courses, the French department determines the range of grades for French proficiency.

In courses where the acquisition of French language skills is not a primary learning outcome, the department to which the course belongs determines the range of grades for French proficiency.

Ministerial Examination, Language of Instruction and Literature

All students in all programs leading to a Diploma of College Studies are required to pass an English Exit Examination in order to graduate. This examination, prepared by the Ministry in collaboration with college English teachers, is uniform across Québec

PROGRAM COMPREHENSIVE ASSESSMENTS

The Program Comprehensive Assessment in the Day Division

To receive a Diploma of College Studies (DEC), every student successfully completes a Program Comprehensive Assessment (PCA), which aligns with the program's Exit Profile or Graduate Profile for the program and attests to the student's achievement of the general education and program-specific competencies. It is designed to attest to a student's level of mastery of an integrated set of skills acquired in their studies in the program as a whole.

The PCA is an evaluation activity which is appropriate to the program, as in the case of essays, research projects, portfolios, oral reports, and other forms of performance-based assessments. For most technical programs, work study, externships or internships are part of the PCA.

The PCA is developed and approved by the Program Committee, which determines the prerequisite courses needed for students to be eligible to complete it. It also establishes the conditions and criteria for redoing the PCA in cases where students fail. The description of the PCA needs to be accessible to students in the program, faculty who teach in the program, and the Registrar's Office. The PCA is reviewed and approved annually by the Program Committee.

The Program Comprehensive Assessment in Continuing Education

In Continuing Education, the PCA is developed by the teacher in consultation with the pedagogical counsellor assigned to the course associated with the PCA. They define the conditions for redoing the PCA in cases where students have failed. The description of the PCA is available to students, faculty and the pedagogical team associated with the program. The PCA is reviewed annually by the Dean of Continuing Education.

ASSESSMENT ACCOMMODATIONS

When a teacher in the Day Division is informed by the Registrar's Office and/or the Student Access Centre (SAC) about a student's college-approved absence, the teacher is required to make reasonable assessment accommodations that align with the course learning outcomes.

When a teacher in Continuing Education is informed by the Continuing Education Office and/or the Student Access Centre (SAC) about a student's college-approved absence, the teacher is required to make reasonable assessment accommodations that align with the course learning outcomes.

College-approved absences include documented:

- Authorized college activities
- Religious observances
- Personal or family emergencies
- Legal obligations
- Significant physical and mental health conditions

No assessment accommodations are required for absences that are not college-approved.

In the case of missed Nursing clinical learning experiences and missed Science laboratory sessions, students must refer to their specific program attendance policies. In the case of students registered in partnership programs with other institutions, students must refer to the established attendance policy.

ACADEMIC INTEGRITY

Plagiarism and cheating are serious forms of academic dishonesty which undermine learning and erode trust within the academic community. It is important that Day Division teachers report cases of plagiarism and/or cheating to the Registrar's Office and the DAA. In Continuing Education, teachers must report instances of plagiarism and/or cheating to the Continuing Education Office and the DAA.

Plagiarism

Plagiarism, which is a form of cheating, is the use of another person's ideas, words, or material without acknowledging its source. Common forms of plagiarism found in assessments include copying or paraphrasing texts and media published in print or online without citing its source.

Cheating

Academic cheating, in the broadest sense, is any deceptive or dishonest practice relative to academic coursework and assessments intended to provide oneself with a dishonest academic advantage.

Consequences of Plagiarism and Cheating

Day Division teachers complete the Academic Integrity Form and submit it to the Registrar's Office; Continuing Education teachers complete the form and submit it to the Continuing Education Office. After consultation, if the student is deemed to be at fault, they receive a grade of zero on the assessment task and a note is placed in their file. The note remains in their file throughout their college education. Additional incidents of plagiarism or cheating will result in serious academic consequences and may result in expulsion.

STUDENT ACADEMIC CONCERNS & APPEALS

Concerns about Assessments in the Day Division

If a student has concerns about assessment methods, criteria, weighting, accommodations and/or deadlines that are inconsistent with the course outline, they should speak with the teacher. If the issue is not resolved, the student can contact the department coordinator from the department to which the course belongs. The department will apply its internal process for reviewing course outlines and assessment criteria. If the student's concern is not resolved, they may contact the DAA who will ensure that the IPESL has been applied.

Appealing an Assessment Grade during the Semester in the Day Division

If a student wants to have a grade explained and/or reconsidered during the semester, prior to the exam period, they should speak with their teacher or communicate through MIO about their concerns within one week after receiving the grade. If, after communicating with the teacher, the issue is not resolved, the student can contact the department coordinator to which the course belongs and the departmental internal process for reviewing assessment grades will be applied. If the concern is not resolved, the student can contact the Registrar's Office to complete and submit an appeal form. The form will be forwarded to the DAA who will ensure that the IPESL has been applied.

Appealing a Final Course Grade in the Day Division

Appealing a final grade is a serious process which involves the student, the teacher of the course for which the grade is being appealed, the Registrar's Office, the Department Coordinator, and the respective mark review committee. In the case of reporting a calculation error, the student is encouraged to speak with the teacher or communicate through MIO to resolve the situation.

To appeal a final grade, the student completes an appeal form, provides a valid reason for the appeal, and submits it with supporting documentation to the Registrar's Office. The deadline to submit an appeal of a final grade is indicated in the academic calendar. The Registrar's Office forwards the appeal to the department coordinator or the department's Mark Review Committee. The contested grade can remain the same or be raised unless academic dishonesty is discovered during the appeal process.

Concerns about Assessments in Continuing Education

If a student has questions and concerns about assessment methods, criteria, weighting, accommodations, and deadlines that are inconsistent with the course outline, they should speak with the teacher or communicate with the teacher. If the issue is not resolved, the student can contact the pedagogical counsellor associated with that program, who in consultation with the teacher, will attempt to resolve the issue. If the student's concern is not resolved, they may contact the DAA for Continuing Education who will ensure that the IPESL has been applied.

Appealing an Assessment Grade During the Course in Continuing Education

If a student has questions and concerns about a graded assessment, they should speak with the teacher or communicate their concerns with the teacher. If the issue is not resolved within one week, the student can contact the pedagogical counsellor associated with that program. The teacher, in consultation with the pedagogical counsellor, will attempt to resolve the issue. If the concern is not

resolved, the student may contact the Continuing Education office to complete and submit an appeal form. This form will be forwarded to the DAA for Continuing Education who will ensure that the IPESL has been applied.

[Appealing a Final Course Grade in Continuing Education](#)

Continuing Education students have one week, after receiving a final grade, to request a final course grade review. In the case of a reporting or calculation error, the student is encouraged to communicate directly with the teacher. For other circumstances, the student must contact the Continuing Education office, complete an appeal form, and submit it along with pertinent documentation. The appeal is then forwarded to the Mark Review Committee for Continuing Education. The contested grade can remain the same or be raised unless academic dishonesty is discovered during the appeal process.

[Appealing an Accusation of Plagiarism or Cheating in the Day Division](#)

Students have the right to appeal reported accusations of plagiarism and/or cheating within one week after being accused of this academic wrongdoing. If a student wishes to appeal the accusation, they must contact the Registrar's Office to complete an appeal form and submit it along with supporting documentation. The DAA, in consultation with the teacher and the student, determines its validity. The teacher can invite the department to participate in the appeals process.

[Appealing an Accusation of Plagiarism or Cheating in Continuing Education](#)

Students have the right to appeal reported accusations of cheating and/or plagiarism within one week after being accused of this academic wrongdoing. If a student wishes to appeal the accusation, they must contact the Continuing Education Office to complete an appeal form and submit it along with supporting documentation. The appeal is transferred to the DAA, who in consultation with the student and the teacher, determines its validity.

SPECIAL CASES OF COURSE-LEVEL EVALUATIONS

Students in the Day Division seeking an exemption, an equivalence, a substitution, or an incomplete must submit a request to the Registrar's Office with relevant documentation attesting to their need for a special case course-level evaluation.

Students in Continuing Education seeking an exemption, an equivalence, a substitution, or an incomplete must submit a request to the Continuing Education Office with relevant documentation attesting to their need for a special case course-level evaluation.

Exemption (DI)

An exemption (DI) in the remark section of the transcript indicates that the College has exempted a student from taking a course which is part of the program. This exemption does not entitle the student to the credits attached to the course in question. Instead, the total number of credits required by the program is reduced accordingly. Moreover, the competencies attached to the course are deemed to have been achieved.

Equivalences (EQ)

A college may grant an equivalence (EQ) if a registered student can demonstrate that the competencies of the course for which the equivalence is requested have been attained through courses previously completed in a secondary school, a college outside the Province of Québec, or a university. The equivalence entitles the student to the credits attached to the course.

Substitution (SU)

A college may grant a substitution (SU) when a student demonstrates that a comparable credit course has been successfully completed at another CEGEP or college in Québec. The credits for the course on which the SU is based contribute to the total credits required for the completion of the program in which they are registered. When an SU is granted, all competencies associated with the course are deemed to have been achieved.

Temporary Incomplete (IT)

A temporary incomplete (IT) is assigned by the teacher when a student, for serious reasons, is granted extra time beyond the formal end of the semester to complete required evaluation tasks or a final exam. When final grades are submitted, a numerical grade representing the grade earned to date must be assigned with the IT comment.

In the Day Division, the Registrar's Office determines the deadline for a revised grade to be submitted. In Continuing Education, the Continuing Education Office determines the deadline for a revised grade to be submitted. The IT can also be assigned for administrative purposes. In such cases, the student is notified.

Permanent Incomplete (IN)

An annotation of a permanent incomplete (IN) in the remark section of the transcript signals that a student has registered for a course but has been unable to complete it due to serious reasons beyond

their control. The granting of a permanent incomplete (IN) does not entitle the student to receive credits related to the course.

The IN must usually be requested before the last day of the semester. Under special circumstances, students may request an IN for up to two years after the end of the semester. They must provide a detailed explanation for their request explaining the exceptional circumstances that prevented their submission of the request within the prescribed timeline.

Officially Dropping and Withdrawing from a Course

If a student officially withdraws from a course to which they are registered by the drop deadline, indicated in the Academic Calendar, the course does not appear on their transcript. The student must complete a course withdrawal form and submit it to the Registrar's Office before the course drop deadline. In the case of Continuing Education students, the form is submitted to the Continuing Education Office. Students who stop attending a course without officially withdrawing will receive a final course grade based on the assessment grades recorded in the LMS on their transcript.

TRANSCRIPTS AND CERTIFICATION OF STUDIES

Transcripts

A transcript is an official record which lists by semester a student's courses, the final grade, the credits earned and, if applicable, special academic remarks. The official transcript also includes the list of attained competencies.

End of Semester Transcript in the Day Division Programs

The Registrar's Office records final course grades and issues registered students a transcript at the end of each semester.

Completion of Studies Transcript in the Day Division Programs

An end-of-program transcript is issued to students once the completion of the program requirements, the Program Comprehensive Assessment, and the Ministerial exit examinations are verified by the Ministère de l'Éducation et de l'Enseignement Supérieur a few months after studies are completed.

End of Semester Transcript in Continuing Education

The Continuing Education Office records final course grades and is responsible for preparing transcripts. Transcripts are available for students at the end of each semester upon request.

Completion of Studies Transcript in Continuing Education

The Continuing Education Office issues a final transcript when students complete an Attestation of College Studies (AEC). For students completing the requirements for a Diploma of College Studies (DEC), the Ministère de l'Éducation et de l'Enseignement Supérieur issues a transcript a few months after their studies are completed and verified.

Certification of Studies

The verification of student files in the Day Division is under the supervision of the Registrar's Office and the DAA. For students in Continuing Education, the verification of student files is under the supervision of the Continuing Education Office and the DAA.

They verify that each student has:

- met the government-prescribed requirements for admission to the program
- attained the required credits attached to courses and to equivalences or substitutions that may have been granted
- passed all program courses
- passed the Program Comprehensive Assessment
- passed the English Exit Examination and any other exit examination which may be imposed by the Ministry.

Diplomas of College Studies (DEC)

Upon completion of this verification, the Director of Studies seeks a recommendation from the Champlain Regional College Board of Governors to the Ministère de l'Éducation et

de l'Enseignement Supérieur that a Diploma of College Studies be awarded to the student. The government awards DEC's to students upon receipt of the Board of Governors' recommendation.

Attestation of College Studies (AEC)

Upon completion of this verification, the Director of Studies seeks a recommendation from the Champlain Regional College Board of Governors to the Ministère de l'Éducation et de l'Enseignement Supérieur that an Attestation of College Studies be awarded to the student. The government awards AEC's to students upon receipt of the Board of Governors' recommendation.

INSTITUTIONAL ROLES & RESPONSIBILITIES

The institutional roles and responsibilities presented below are not complete. They connect exclusively to the evaluation of student learning and the implementation of the IPESL.

Administrative, Governing, and Academic Roles and Responsibilities

Director of Studies at Champlain College Saint-Lambert

The Director of Studies oversees all programs of study in both the Day Division and Continuing Education. The Director of Studies designates specific academic duties to the Dean of Curriculum and Faculty Development and the Dean of Academic Organization in the Day Division, and the Dean of Continuing Education.

Dean of Curriculum and Faculty Development

The Dean of Curriculum and Faculty Development, working alongside departments and program committees, oversees the alignment of the curriculum in pre-university and career programs, and acts as the DAA for all issues connected to maintaining academic integrity, academic concerns, academic appeals, and addressing accusations of plagiarism and cheating.

The Dean of Academic Organization and the Registrar's Office

The Dean of Academic Organization, working alongside the designated professionals in the Registrar's Office, oversees the administration of admissions, registration, grades, the procedures for accusations of plagiarism and cheating, final grade reviews, student records and their confidentiality, college-approved absences, academic advising, transcripts, the verification of diploma requirements, the processing of diplomas, and the scheduling of courses, final exams, the administration of the English Exit Exam and other ministerial exit exams.

The Dean of Continuing Education and the Continuing Education Office

The Dean of Continuing Education, working with the designated professionals in the Continuing Education Office, is responsible for overseeing admissions, registration, academic advising, work placement, the procedures for accusations of plagiarism and cheating, final grade reviews, student records, transcripts, and the processing of certificates and verification of diplomas and attestations, as well as overseeing the implementation of the IPESL.

The Dean of Student Services

The Dean of Student Services, working alongside the designated professionals in the Student Access Centre (SAC), is responsible for ensuring fair assessment processes for students with disabilities (ESH) and with special needs (EBP) requiring accommodations.

Commission of Studies

The Commission of Studies (CoS), which advises and makes recommendations to the Governing Board, is responsible for analyzing all issues and documents connected to pedagogy and student learning in both Day Division and Continuing Education programs of study. The CoS oversees the adoption of the academic calendar; proposals for new programs of study; minor and major changes for programs of study; bylaws and policies relating to the rules, procedures and criteria governing the admission and

registration of students; and Champlain College Saint-Lambert's IPESL, IPMAP, Strategic Plan and Student Success Plan.

Champlain College Saint-Lambert Governing Board

The members of the Governing Board are responsible for reviewing, approving, and adopting proposals for new programs of study; major changes for programs of study; bylaws and policies relating to the rules, procedures and criteria governing the admission and registration of students; Champlain College Saint-Lambert's IPESL, IPMAP, Strategic Plan and Student Success Plan.

Champlain Regional College Board of Governors

The Board of Governors for Champlain Regional College is responsible for recommending the students who complete the requirements for an Attestation of College Studies or a Diploma of College Studies to the Ministère de l'Éducation et de l'Enseignement Supérieur.

Day Division Departments

Departments are organized by academic disciplines. Departments are responsible for:

- Developing GCOs and adopting the SCOs prepared by members of the department
- establishing evaluation methods and standards of performance
- participating in a review of a grade appeal during the semester
- participating in a review of an appeal of a final grade
- overseeing the implementation of the IPESL

Day Division Program Committees

Each pre-university and technical program of study has a program committee composed primarily of teaching representatives from the departments that contribute courses and may include the DAA and selected professionals from the Registrar's Office and other College Departments and Services. The program committee is responsible for:

- establishing the guidelines for the Program Comprehensive Assessment (PCA)
- defining the conditions and criteria for redoing the PCA in cases where students have not received a passing grade
- overseeing the implementation of the IPESL

Continuing Education

The designated professionals from the Continuing Education Office support teachers in:

- developing and adopting GCOs and SCOs
- establishing evaluation methods and standards of performance
- participating in a review of a grade appeal during the course
- participating in a review of an appeal of a final grade
- developing PCAs and establish criteria for redoing a PCA in cases where students have not received a passing grade
- overseeing the implementation of the IPESL

