

## HKIS High School Late Work Policy (revised August, 2017)

Teachers are expected to communicate and publish a timeline for summative assessments at least two course periods in advance. They will also give written feedback and establish grades for the assessments within an eight day cycle in most cases. In special circumstances of a longer assessment or need for conferencing before a final grade is established, two eight day cycles are allowed.

### Formative Assessments and classwork

Formative assessments are used to inform instruction and guide learning; they occur before or after instruction. They can be considered to be practice on the path to mastery. Formative assessments can include practice, preparation, or revision. Formative assessments can be part of classroom learning or can be completed at home.

Self motivated learning is an essential component of the educational experience at HKIS. If students fail to complete formative assessments, they will miss valuable opportunities to get feedback on the progress of their learning. While formative assessments may not be factored into the final course grade, it is difficult to participate meaningfully in class activities if one is not prepared and this will be reflected in the assessment of the student's approaches to learning. While it is in the student's best interest to do the assignment later, it is likely that the opportunity to expand learning about that topic has already passed. Ultimately, there is a natural consequence as it is likely to affect a student's ability to do well on a summative assessment. Not completing formative work may also factor in when teachers are making recommendations for the next level course (AP, Honors...)

### Summative Assessments

Teachers design summative assessments such as debates, essays, portfolios, performances, lab reports, exams, multiple choice tests, multimedia projects and tests that allow students to demonstrate their learning in a variety of ways. Learning demonstrated on these summative assessments is a major factor in determining each student's semester grade.

If students do not complete a summative assessment on the day it is due because of an *excused* absence, it is the student's responsibility to have communicated via email with the teacher beforehand preferably or within one day to make up the work at a mutually agreed on time. If the summative is not completed in this mutually agreed upon time it will remain an "IE". If the absence was *unexcused*, the teacher with the course team has the discretion as to whether or not opportunity will be given to make the summative up for credit. Any "IE" marks will revert to the equivalent of an "F" at the end of the course as teachers use professional judgment for final course grades. This could result in a failure in the course and loss of credit.

Each department and course team will publish guidelines for missing summative assessments that include information about specific course procedures.