The Bader International Study Centre

Guideline

Evaluation of Student Work

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GUIDELINE

Name:	Evaluation of Student Work
Contact:	Deputy Academic Director
Purpose:	The guidelines outlined in this document serve to help faculty and students understand evaluation practices at the BISC, from the process of assignment submission to the return of grades and feedback.

Guideline

Submission of Assignments
- All assignment deadlines for the entire course will be given at the beginning of term in the course syllabus.
- Written assignments will be submitted via onQ in the format requested by the course syllabus
- When setting up the submission box, instructors are encouraged to activate Turnitin authentication service to check written work against previously submitted work.
- Oral assignments will be delivered in class on the day and time agreed with the instructor.
    - Supporting files (e.g. powerpoint deck; handout) will be submitted via onQ.
- The BISC late submission policy, clearly stated on every course syllabus, will be strictly applied.
- Instructor will not grant extensions to students on an ad hoc basis. Where there are grounds for an extension, instructors will be informed via email by the Academic Administration on main campus. In all other cases, the BISC late submission policy will be strictly applied.

Evaluation of Assignments
- All instructors and students will be familiar with the grade designators and Queen's official conversion scale.
- All assignments will be evaluated with a numerical grade (usually a percentage but other forms numerical evaluation are permitted) that conforms to the broad expectations set out by the Queen's grade designators.
- All instructors will keep a record of their grading process in case of appeal.
    - *Note*: The onQ electronic rubric function is very useful for maintaining clear records of oral work evaluation, including class/seminar participation. This function automatically calculates a rubric-linked grade based on information provided by the instructor.

Return of Assignments and Feedback
- Grades and feedback will be returned to students within 14 working days of submission.
    - *Note*: In cases of instructor illness, the return of grades and feedback may be delayed beyond 14 working days. If this occurs, please contact the Deputy Academic Director for procedural guidance, as it may require changing deadlines later in the term.
    - *Note*: An exception to this rule is that one grade from each course should be withheld until ratified by the relevant Department on main campus. This is usually the exam or term paper grade. Withholding this grade prevents students from calculating their final grade before it has been officially approved.
- A numerical grade will be provided via onQ.

- The location of feedback will always be made clear to students and should be consistent within each course.
  - *Note*: feedback should be on onQ for all electronically submitted and oral work, but might be on a hard copy for e.g. mid-term tests, labs, worksheets, etc.
- Feedback will use the language of the assignment rubric and grade designators and will provide an indication of how students can improve their performance in the future.
- Students have the right to appeal a grade within 21 days of receiving it. Students increasingly appeal grades when the assignment expectations are not sufficiently clear. There are two main considerations here:
  - *Assignment guidelines*. These will clearly indicate the topic, format, word length, citation style, type and quantity of sources required, and any other expectations of the assignment.
  - *Assignment rubrics*. Rubrics are crucial for students to understand the academic criteria required to achieve each grade category. Rubrics will be discipline-specific and will fit within the framework of the Queen's grade descriptors. Increasingly, students appeal grades when the academic expectations are not transparent. As such, the use of electronic rubrics on onQ is recommended.

Other academic entries that may be assigned by an instructor are:

| IN | Incomplete |
| GD | Grade Deferred |

INCOMPLETE (IN):
Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control, has not completed all term work for a course or requests permission to defer the writing of a final examination. Students may be requested to provide, at the institution's discretion, a medical certificate or other documentation that demonstrates extenuating circumstances. The date for the remaining requirements to be completed, or for the final examination to be written, should be reached by mutual agreement between the instructor and student. A "Permission for an Incomplete Grade" form is available from the Deputy Academic Director.

GRADE DEFERRED (GD):
A mark of GD may be entered when a student has submitted all the work in a course, but the final grade is not available in time for the grades cut-off (e.g. assignments not yet marked due to instructor illness), or when the final mark cannot be determined until the resolution of a pending academic integrity investigation, appeal, or hearing

For all cases of IN or GD, please contact the Deputy Academic Director for procedural guidance.

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Related Documents:	Queen's Faculty of Arts & Science grading policies: https://www.queensu.ca/artsci/staff-and-faculty/teaching/grading Grade Designators and Official Conversation Scale: https://www.queensu.ca/bisc/images/documents/AS01_Grade_Designators_and_Conversio onQ Support: http://queensu.ca/onqsupport/home