

## ASSESSMENT AND GRADING POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Academic
<b>Approval Date:</b>	May 28, 2015
<b>Effective Date:</b>	July 1, 2015
<b>Policy Owner:</b>	Vice President, Teaching and Learning and Chief Academic Officer
<b>Policy Administrator:</b>	Dean, Student Services and Registrar

### Objective:

Student assessment is an integral part of NorQuest College's (college) mission of teaching and learning.

The college assessment and grading policy:

- sets out the principles to be used for the assessment of student performance and achievement,
- informs internal and external stakeholders of the grading system at college, and
- promotes reliable, valid, and fair assessment and grading practices.

Through the assignment of grades, assessment serves as the means to communicate student knowledge and achievement to a variety of stakeholders and, therefore, should be reliable, valid, fair, transparent, and consistent with course or program goals and objectives.

This policy applies to final grades in credit courses, grade point average (GPA) and the related academic standing, final grades in non-credit courses, and academic credits from alternate sources.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No.5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Policy:

NorQuest College student performance and achievement will be assessed based on the following principles:

- Assessment is integrated into and aligned with the learning experiences and stated outcomes of a course or program.
- Clear and transparent assessment criteria are provided to students throughout the course.
- Where possible, assessment should be both varied and timely; with student performance assessed in a formative way throughout the course and in a summative way both during and at the end of a course.

Grades determined using these principles will be maintained by the Office of the Registrar. The Office of the Registrar maintains academic records (transcripts) for all students registered in credit courses and non-credit courses.

Alpha grades, percentage grades, and other grade symbols are used to indicate student performance on the academic credit transcript. The standard provincial 4.0 grading system is used to indicate performance based on the alpha grade.

The college uses a weighted GPA calculation to measure individual student

average performance. The student's academic standing is assigned based on the GPA. The GPA grade point value assigned to each grade is in compliance with the provincial standard grading system, or the percentage grading system.

In addition to gaining academic credits through the successful completion of credit courses offered by the college, students admitted into programs may gain academic credit through transfer credit and prior learning assessment and recognition.

The college uses alternate grading symbols to record performance or attendance in non-credit courses.

**Definitions:**

**Academic Credits:** The credit values or units of learning assigned to each credit course.

**Academic Standing:** The scholastic standing of a student based on the earned GPA.

**Grade Point Average (GPA):** A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total units of course weight attempted in a defined time frame.

**Non-credit course:** A course that carries no credit weight or credit value and does not impact a student's academic GPA.

**Prior Learning Assessment and Recognition (PLAR):** A formal evaluation and recognition of the skills and knowledge applicants have, regardless of how or where these skills were obtained (e.g., through informal education or training, paid or unpaid work experience, volunteer work, life experience). Recognition is not awarded for experience; it is awarded for knowledge or skills acquired through experience.

**Transcript:** The official permanent record of a student's academic activities, accepted transfer credits, credit awarded by examination, advanced placement, or other credits, courses, credentials, grades, and cumulative GPA earned while enrolled at the College. Transcripts are maintained by the Registrar's office in perpetuity.

**Transfer Credit:** Course completion recognition that admitted students may receive toward NorQuest College programs for graded credit courses successfully completed at another accredited post-secondary institution.

**Related Information:**

- [Academic Calendar](#)
- [Post-Secondary Learning Act](#)

**Related Procedures:**

- [Assessment and Grading for Credit Courses Procedure](#)
- Grading for Non-Credit Courses Procedure (to be developed)
- Recognition of Prior Learning Procedure (to be developed)

**Next Review Date:**

June 2019

**Revision History:**

December 2011: New  
 August 2013: update for document links and branding  
 November 2014: update for document links  
 May 2015: revised; replaces Standard Practice 3.02: Student Evaluations  
 August 2015: update for document links