

## TIPSHEET: Sample Evaluation Notes

The notes area of the Evaluation Criteria section contains any other information the faculty deems essential to the students' understanding of the evaluation process.

Extensive, specific details regarding assignments or classroom work should be contained in a separate document and posted on DC Connect.

### *General Guidelines*

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All first-year courses must include an evaluation note to explain how the interim mark is calculated.

All evaluation notes should align to any Program or Faculty evaluation requirements (e.g. Faculty of Business courses have a set policy regarding missed tests).

Program policies regarding evaluation are found in the Program Guides, which are available on the individual Faculty pages of <https://durhamcollege.ca/mydc/academic-faculties>.

Faculty policies and practices can be obtained by asking your Program Coordinator or Dean.

Program Teams may decide to use a consistent set of notes for all course outlines to ensure there is a consistent set of policies and practices between courses.

All evaluation notes should be discussed by the team and approved by the Dean to ensure that they meet Faculty policies and procedures.

The following are only samples. There are many different types of evaluation notes.

## *Sample Evaluation Notes:*

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- An interim mark will be determined for all first-year students to identify their academic progress. This mark will be based on the results of the first test and the in process grade up to the mid-term date.
- Assignments are to be submitted on the due date at the beginning of class, unless otherwise directed by the professor. Late assignments will be attributed a “0”, acknowledging a heavy penalty in keeping with the importance placed on deadlines within the workplace environment.
- All assignments must be neat and legible, or type written.
- Tests will be closed book.
- Tests will be written at the beginning of that week's scheduled class unless otherwise notified by instructor.
- The format of tests will be discussed in the week prior to its scheduled dates. Dates will be announced in class as well as posted on DC Connect.
- In process activities are worth a total of 10% of the total mark. All activities occur in class and will only be given once. They cannot be made up or supplemented. Any missed in-class activities will be assigned a mark of "0."
- All written assignments are to be submitted using DC Connect Assignments by the due date. Specific assignment instructions will be posted as part of the Assignment submission folder.
- In class activities will include a range of activities such as quizzes, group discussions, worksheets, and activities.
- Test dates are tentative and will be confirmed by the professor.
- Test formats will be discussed two weeks prior to the evaluation date.
- Laboratory evaluations will be a combination of written short answer tests and manipulation/fabrication of dental materials. Students will require their lab kit for all lab evaluations.
- For all tests, examinations and assignments, a deduction of 1/2 mark per error to a maximum of 10% will be made for incorrect spelling of terminology.
- A detailed handout outlining expectations and evaluation criteria will be distributed for all assignments. Some assignments involve partner and/or group work. If a student cannot work collaboratively within a group, the student will receive a grade of “0” for this assignment.
- Missing any scheduled guest or group presentation without just cause, prior notice and the correct documentation to the instructor will result in a loss of 5% each occurrence, to a maximum loss of 10% from your final grade.
- A total of 3 quizzes will occur during the term. The two highest scoring quizzes will be worth a value of 2.5% each. There will be no re-writes. This allows the student to miss one quiz without losing marks. No exceptions will be made.