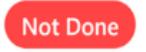


RCSD Assessment Practice and Edsby Grading Flags

Clear timelines help teachers plan lessons, allow students to receive feedback on time, and support the development of important skills such as responsibility, communication, and time management. These skills are essential for success in school and beyond.

To support these goals, the following assignment submission and extension practices will be followed.

- Assignments designed to be completed solely during class time (often referred to as in-class assignments) are due on the assigned date. These deadlines are firm.
- Assignments that include both in-class and out-of-class/homework components are also due on the assigned date. If a student is unable to complete the assignment by that date, they may request a three-day extension by submitting an Approved Assignment Extension Request Form before the due date. The form is available in all classes.
- Students will receive a maximum of three extensions per class. Extenuating circumstances will always be considered by these must be communicated with teachers.

TEACHER GRADEBOOK VIEW	PARENT/STUDENT PORTAL VIEW	MY WORK SUMMARY 		DESCRIPTION	NEXT STEPS
 Overdue		OVERDUE	INCOMPLETE	<ul style="list-style-type: none"> The due date or assessment date has passed, and the student had an excused absence. A zero has been applied to the assessment. 	<ul style="list-style-type: none"> If the student submits the assessment, the teacher will switch the flag to Received Late, clearing the overdue and incomplete status in the student's My Work Summary. If it is to be considered for a passing grade, the teacher will add a comment.
 Received Late		N/A		<ul style="list-style-type: none"> The assessment was submitted after the due date. 	<ul style="list-style-type: none"> If the assessment had an approved extension, the teacher will add the grade and keep the flag for tracking purposes. If the assessment did not have an approved extension, the 0 will stay and the teacher will add a comment that it will be considered for a passing grade.
 Reschedule		INCOMPLETE		<ul style="list-style-type: none"> A student has: <ol style="list-style-type: none"> submitted an extension request form and it was approved, or made previous arrangements with the teacher to complete the assessment on an alternate date. There is no impact on the student's overall grade. 	<ul style="list-style-type: none"> The teacher will add the agreed-upon date as a comment in Edsby. Once the student submits the assessment, the teacher will switch the flag to Received Late, clearing the incomplete status in the student's My Work Summary. If the student does not submit the assessment on the agreed-upon date, the teacher will apply a grade of zero and an overdue flag.
 Excused		N/A		<ul style="list-style-type: none"> The teacher has used their professional judgement and other assessments to evaluate the learning outcomes related to this assessment. There is no impact on the student's overall grade. 	N/A
	0	N/A		<ul style="list-style-type: none"> A grade of 0 indicates either: <ol style="list-style-type: none"> the student has attempted an assessment with a result of 0, or a required assessment was not submitted/completed on the due date. 	<ul style="list-style-type: none"> If option B, the teacher will ensure there is: <ul style="list-style-type: none"> an overdue flag for assignments, or a not done flag for exams/quizzes/in-class assessments with an unexcused absence.
 Not Done		INCOMPLETE		<ul style="list-style-type: none"> The due date has passed, and the student: <ol style="list-style-type: none"> did not submit an extension request form, or has surpassed their 3 allotted extensions, or A student missed an exam/quiz/in-class assessment and their absence is unexcused. A zero has been applied to the assessment. Students are encouraged to complete the assessment to support their learning and have it considered for a passing grade in the course. 	<ul style="list-style-type: none"> If the student submits the assessment, the teacher will switch the flag to Received Late, clearing the not done and incomplete status in the student's My Work Summary. If it is to be considered for a passing grade, the teacher will add a comment.