

# School of Applied Computing

## Academic Procedures for Evaluations

Effective January 6, 2025

The following academic procedures are standard across all programs and courses in the School of Applied Computing and serves as the "Academic Missed Work Procedure" for our school as specified in the [Student Assessment and Evaluation Procedure](#)

In general, students must submit/complete all assignments, in-class activities and projects by the scheduled due date and write all tests on the specified date/time. Exceptions to this procedure will only be made under extraordinary circumstances. Students requesting an exception must discuss their specific situation with their professor prior to the scheduled evaluation due date and may be asked to provide supporting documentation. This includes any on-going accommodations.

### 1) SCHOOL PROCEDURE REGARDING ASSIGNMENTS & PROJECTS

- a. Assignments and projects are due at the time, date, and place indicated in the Course Plan as posted in SLATE. A penalty of 10% of the value of the deliverable will be immediately deducted for late submissions. An additional 10% of the value of the deliverable will be deducted for each subsequent day (includes weekends and holidays) to a maximum of 3 days at which point the assignment or project will be assigned a mark of "zero". Professors will normally not return assignments and/or post solutions until after the 3-day period has lapsed. Any change to a due date will be clearly communicated in writing through SLATE in advance.

Exceptions to this procedure will be made under extraordinary circumstances and must be communicated with the professor. Evidence of such circumstances must be provided to the Professor via Sheridan email, in the form of supporting documentation from an appropriate source no later than 24 hours after any missed assignment or project. Examples of reasons for which an exception will NOT be granted can be found at the end of this document. Students without acceptable documentation or who contact the Professor after the 24-hour deadline will be assigned a mark of "zero" for the assignment or project. In the event that the Professor deems the circumstances appropriate for a student, they may waive the daily late penalty for one or more of the 3 days at their discretion. Such a waiver should be documented in an email using Sheridan email. Regardless of the number of days for which the late penalty has been waived, a mark of "zero" will still normally be assigned after 3 days.

Example: A student requests an extension on an assignment that is due at 11:59pm on March 11<sup>th</sup>. The Professor, upon review of the supporting documentation and after discussion with the student, decides to grant a waiver for the first 2 days. The student hands the work in on March 14<sup>th</sup> at 4:30 pm. The late mark deduction of 10% is calculated as follows:

Day 1: March 12<sup>th</sup> 0% (waiver granted)

Day 2: March 13<sup>th</sup> 0% (waiver granted)

Day 3: March 14<sup>th</sup> 10% (penalty applied)

In this example, assignments submitted after 11:59pm on March 14<sup>th</sup> are assigned a mark of “zero”.

- b. Students registered with Accessible Learning Services (ALS) wishing to utilize their ALS accommodations must follow the ALS procedure for accommodations and discuss their specific needs with each professor at the beginning of each course. In addition, for each assignment and project the student wishes to utilize their ALS accommodations, the student must meet with the Professor to discuss the accommodated delivery dates.

## **2) SCHOOL PROCEDURE REGARDING IN CLASS ACTIVITIES {LABS, EXERCISES}**

- a. In class activities are to be done at the time, date, and place indicated in the Course plan posted in SLATE. Unless otherwise indicated by the Professor there are no late submissions, make-ups or extensions allowed.
- b. Exceptions to this procedure will only be made under extraordinary circumstances. Evidence of such circumstances must be provided to the Professor, in the form of supporting documentation from an appropriate source no later than 24 hours after any missed in class activity. Examples of reasons for which an exception will NOT be granted can be found at the end of this document. Students without acceptable documentation or who contact the Professor after the 24-hour deadline will be assigned a mark of “zero” for the activity.

Students will normally not be given the opportunity to make-up the in-class work. Exceptions will only be made in extraordinary circumstances at the Professors discretion.

- c. Students registered with Accessible Learning Services (ALS) wishing to utilize their ALS accommodations must follow the ALS procedure for accommodations and discuss their specific needs with each professor at the beginning of each course. In class activities will be adjusted according to the ALS accommodation (e.g. double time on in-class activities).

3) **SCHOOL PROCEDURE REGARDING TESTING {QUIZZES, MIDTERM EXAMINATIONS, TESTS, FINAL EXAMINATIONS}**

- a. Quizzes, mid-term examinations, tests and final examinations (henceforth just tests) must be written at the date, time and duration indicated on the class plan posted in SLATE.
- b. Courses that are normally delivered in-person, have tests that are normally written in the classroom or at the Assessment Centre. Any alternate location and/or date will be specified in advance by the professor and clearly communicated through SLATE. Courses delivered virtually may also require that tests are written in-person in a classroom or at the Assessment Centre. These requirements must be stated in the class plan at the start of the semester. Changes to the test delivery method after the start of classes will only be made in exceptional circumstances and will be communicated by the professor through SLATE.
- c. For all closed-book evaluations administered virtually, the distance-learning proctoring tool(s) provided by the College (Currently: Respondus Monitor with Screen Recording) must be used to preserve the academic integrity and quality of our programs. Students registered with Accessible Learning Services (ALS) who require an accommodation for distance-learning proctoring must follow the ALS procedure for accommodations and discuss their specific needs with each professor at the beginning of each course.
- d. In circumstances where tests are required to be submitted via SLATE Dropbox, students are required to submit within the duration of the test before time expires. If a submission is uploaded late, there will be a penalty of 10% per every 5 minutes, up to 15 minutes, at which time no more submissions will be accepted.
- e. In exceptional circumstances where an advance request for alternate arrangements is needed, it is the student's responsibility to make this request in writing, via Sheridan email, at least three days prior to the testing date and to provide acceptable written documentation substantiating the reason. Such a request shall be considered and granted at the discretion of the Professor who may consult with the Associate Dean. Examples of reasons for which an alternate testing date will NOT be granted can be found at the end of this document.
- f. In special unforeseeable circumstances where a student misses a test, it is the student's responsibility to contact the Professor via Sheridan email, with acceptable documentation no later than 24 hours after the scheduled testing date to make alternative arrangements. Reasons for which an alternate testing date will NOT be granted can be found at the end of this document. Students without acceptable documentation or those who contact the Professor after the 24-hour deadline will be assigned a mark of "zero" for the test.
- g. Students registered with Accessible Learning Services (ALS) wishing to utilize their ALS accommodations must follow the ALS procedure for accommodations and discuss their specific needs with each professor

at the beginning of each course. Normally, accommodations for tests should be fulfilled through the Assessment Centre. To schedule tests with accommodations in place, students must follow the ALS procedure for booking tests. Further information can be found here:

<https://www.sheridancollege.ca/admissions/assessment-centre/makeup-tests>. The test should be written at the same time as the rest of the class where possible.

## Appendix A

The following list identifies, but is not limited to, reasons for which a request for an extension or alternate testing date will NOT be granted:

- Employment reasons
- Travel/vacation/social plans
- Airline flights and schedules
- Inability to have an assignment typed by the due date
- Other assignments due on or about the due date or testing date
- Inability to submit an assignment on time or miss a testing date due to travelling difficulties includes parking, public transit and traffic issues.

Make a note here about every other situation is dealt with on case-by-case basis.

Requests for accommodations for religious or cultural reasons should be made within two weeks of the start of the semester through the Professor (who may consult with the Associated Dean).

Decisions made under this procedure are made on a non-precedent setting, student-by-student, and case-by-case basis. The School may request suitable documentation be provided before making any decisions regarding evaluations.