

School of Applied Computing

Academic Procedures for Evaluations

Effective March 23, 2020

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 Evaluations Procedure.

COVID-19 Pandemic Extraordinary Circumstance Addendum: In response to the emergency transition to online and/or alternate methods of program delivery, the following changes to the Academic Procedure for Evaluations are effective immediately and will be in effect for the remainder of the Winter 2020 term.

1. Daily late penalties of 10% per day, as described in Article (1a), are waived.
2. Late submission period as described in Article (1a) is increased to 5 days (from 3 days). *Please note that assignments and projects cannot be submitted after the late submission period has ended, and will be assigned a mark of "zero" per the current procedure.*
3. Exceptions to the late submission period. If students are incapacitated in any way related to this crisis they must communicate with their professor and establish alternative deadlines per Article (1b). Supporting medical documentation (e.g. a doctor's note) is NOT required. *An extension or alternate testing date may also be arranged with their professor for issues related to Internet connectivity and caregiver responsibilities for someone affected by the Covid-19 pandemic.*

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 provide supporting documentation or discuss their specific situation with their Professor prior to the scheduled evaluation due date. This includes any on-going accommodations such as long-term medical issues.

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 through SLATE in advance.

- b. Exceptions to this procedure will be made under unforeseeable and extraordinary circumstances. Evidence of such circumstances must be provided to the Professor via Sheridan email, in the form of supporting documentation from an appropriate source (e.g. doctor's medical note, copy of obituary, police report) no later than 24 hours after any missed assignment or project. 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 11th. 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 14th at 4:30 pm. The late mark deduction of 10% is calculated as follows:

Day 1: March 12th 0% (waiver granted)

Day 2: March 13th 0% (waiver granted)

Day 3: March 14th 10% (penalty applied)

In this example, assignments submitted after 11:59pm on March 14th are assigned a mark of "zero".

- 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 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, QUIZZES, 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 unforeseeable and extraordinary circumstances. Evidence of such circumstances must be provided to the Professor, in the form of supporting documentation from an appropriate source (e.g. doctor's medical note, copy of obituary, police report) no later than 24 hours after any missed in class activity. 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 TESTS {MIDTERM EXAMINATIONS, TESTS, FINAL EXAMINATIONS}

- a. Mid-term examinations, tests and final examinations (henceforth just tests) must be written at the time indicated on the class plan posted in SLATE. Tests are normally written in the classroom or the Assessment Centre. Any alternate location will be specified by the Professor in advance of the test. Changes to the testing date will be clearly communicated through SLATE in advance.
- b. 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. Reasons for which an alternate testing date will NOT be granted can be found at the end of this document. Students who have 3 or more tests scheduled on the same day may inform their Professors to explore if alternate arrangements are possible.
- c. 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 (e.g. doctor’s medical note, copy of obituary, police report) 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.
- d. 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.

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
- Medical problems which do not seriously interfere with the student's ability to write a test or work on and submit materials (e.g. headache, common cold)
- 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
- Printer and/or computer issues (includes access to internet and/or computer crash)
- Inability to submit an assignment on time or miss a testing date due to travelling difficulties includes: parking, public transit and traffic issues.

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 will request suitable documentation be provided before making any decisions regarding evaluations.