

IWA Late Work Policy – Fall 2016

To ensure accurate reporting in grades, all teachers at IWA will categorize assignments and assessments into two categories: Formative and Summative. You will distinguish between the two because all Summative Assessments will be designated as so in the teacher's grade books.

- **Formative assessments** are on-going assessments in a classroom and can include homework, open lab activities, quizzes, and class work. Teachers use formative assessment to improve instructional methods and student feedback throughout the teaching and learning process.

- **Summative assessments** are typically used to evaluate the effectiveness of instructional programs and services at the end of an academic year or at a pre-determined time, such as at the end of each LAP. Summative assessments would be considered LAP tests, culminating projects, presentations, tests, and exams. The goal of summative assessments is to make a judgment of student competency after an instructional phase is complete. Summative evaluations are used to determine if students have mastered specific competencies and to identify instructional areas that need additional work. On Summative assignments no student can earn lower than 50%.

- **All Formative assessments will be treated with the following policy:**
 - During the course of each QUARTER, a student will have one NLP (No Late Penalty) assignment. When the late assignment is turned in, no late points will be deducted. If multiple assignments are missing and then turned in late, the NLP will be given to the assignment worth the most points.
 - Any **formative** assignment not turned in will always be due by the end of next LAP for partial credit. **THIS WILL BE LISTED ON THE FOLLOWING LAP.**
 - If work is turned in late, 50% is the only grade a student can receive.
 - After "2nd" LAP ends, assignments not turned in will be given a zero and will no longer be able to be turned in for credit.

- **All Summative assessments will be treated with the following policy:**
 - **If all the summative assessments are not completed, the student will not receive credit for the course.**
 - Completed is defined as took/completed every summative offered in the course.
 - If a student misses a summative assessment (it will be identified on each LAP), it is the student's responsibility to contact the teacher to make arrangements to reschedule.
 - However, once the summative assessment is missed, the grade will become a "LATE" or "ABSENT" which are tied to a zero, and the cumulative grade will become an "I" for incomplete. **THE "I" WILL NOT BE REMOVED UNTIL THE STUDENT TAKES THE ASSESSMENT.**

- **If a student does not COMPLETE A SUMMATIVE ASSESSMENT by the due date, she will receive a demerit from the teacher of the missing assessment.** If a student is absent on the due date no demerit will be issued.
 - **Examples include:**
 - Not taking a test
 - Not turning in an essay
 - Not having a class presentation or speech ready on the assigned day
 - Not turning in a project
 - Not completing a yearbook spread by the deadline day
 - Etc.
- Once a summative is missed the student will be required to be at school, in the Commons, the following Wednesday morning at 8:00 am. **Students only need to come on Wednesday morning if they have an incomplete in a core subject class.** Core subject classes are: Theology, English, Math, Science, Social Studies, and World Languages. If the missing assessment is a test the student should come prepared to take the test. If the missing assessment is a project or a performance the student must have set up a time to make up the assessment with the teacher. The student will be required to be in the Commons, every Wednesday at 8:00 am until she no longer has any INCOMPLETES for missing summative assessments.
- If a student has multiple INCOMPLETES the guidance department will choose one summative to be completed/worked on during the time in the Commons.
- FAILURE TO BE IN THE COMMONS WILL RESULT IN A 1D FOR A MISSED APPOINTMENT. The student will know if she is expected in the Commons because she will have missed a summative assessment in a class.

REDOS

- Once a summative assessment has been taken and a student earns a failing grade (64% or below) the student will be required redo the summative assessment.
- Upon failing the summative assessment, the gradebook will show “REDO” in the cell where the grade goes. “REDO” will remain in place until the assessment has been redone. REDO is tied to a 50%.
- Upon completing the redo process, the student’s grade will reflect the highest grade earned.
- The REDO list will be generated every Monday morning at 8:00 AM. If a student has a REDO she will receive an email with instructions. Students have until the following Friday at 3:00 PM to complete the REDO.

- A student may not begin the REDO process until all missing formative assessment for that LAP are turned in. No student may take a REDO with missing formative assessments.
- Retakes/Redos can be completed in Open Lab/Testing Center or on Wednesday mornings. The decision will be made between the student and teacher as to where the assessment is completed.
- If a student has two or more REDOs in her core classes in any one week they are required to report to the Academic Support Center with Mrs. Stokes and Ms. Banks on Wednesday morning at 8:00 AM. Mrs. Stokes will also be available every Wednesday morning from 8:00 to 9:00 AM for students wishing to test with her.
- **Students are not required to be present on Wednesday morning for having one REDO.** Students are encouraged to use this time to work on completing their missing assignments or taking their REDO.
- A student may appear on the REDO list for two consecutive weeks for the same assessment. If the REDO is not completed by the Friday of the second week a detention will be given by the teacher.
- If a student fails to complete a required REDO, but earned higher than a 50% on the original assessment, the student's grade will reflect the original score, and she will receive a detention from the teacher of that class for not completing the process. Detentions are served on Friday mornings from 6:50-7:50 am.
- Once a detention has been given for the failed Summative it can no longer be retaken/redone.

IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER.

The student must communicate with the teacher by email and set up the assessment. Missing assessments due to absence go in the grade book as absent and the teacher and student set up a new deadline.

IWA Grading Information

Score Codes Used for individual assignments:

- **ABSENT:** This means that the student was absent the day the activity was due. (This counts as a zero until the assignment is turned in.) **Click the Absent button on the PowerSchool codes panel for the green icon to appear.**
- **LATE:** This means that the student was in class the day the activity was due, but did not turn in the assignment. (This counts as a zero until the assignment is turned in.)
- **EXCUSED (EXC):** This means that the student has been excused from completing this assignment. (This has no effect on the grade.)
- **REDO:** This means a summative assessment has been taken but failed. This requires a student to retake or redo the assessment according to the class policy. The REDO score code is tied to a 50%.
- **Turned In Not Graded (TING):** This means the assignment has been received by the teacher and is in the process of being graded. This acronym (TING) will only be used for large term papers or projects that will require a lengthy grading process. It will not be used for daily assignments.
- **I (INCOMPLETE):** This means that the summative is incomplete. The I is tied to a zero.

Score Codes used in the Final Score Column Only:

- **RD:** This means a summative assessment has been taken but failed. This requires a student to redo the assessment according to the above policy.
- **I (INCOMPLETE):** This means a student has missed a summative assessment and her grade is frozen until the summative is completed.

Once a student has been given an INCOMPLETE for a missed summative; upcoming assignments should be graded, scored, but no adjustment to the overall grade should be made until the summative is completed.
