

## ASSESSMENT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	D. Student / Academic
<b>Policy Number:</b>	D33
<b>Approval Date:</b>	March 16, 2023
<b>Effective Date:</b>	March 16, 2023
<b>Policy Owner:</b>	Vice President Responsible for Academics
<b>Objective:</b>	<p>Through assessment, Olds College is committed to providing reliable and valid information in which students, prospective employers and accrediting bodies can have confidence.</p> <p>The provision and administration of inclusive, transparent and consistent assessments and evaluations create a positive learning environment and student experience based on principles of academic integrity.</p>
<b>Policy:</b>	<ol style="list-style-type: none"> <li>1. All forms of assessment are aligned with the competencies, learning outcomes and learning experiences of the course and program.</li> <li>2. Clear and transparent assessment criteria are outlined and provided to students prior to the commencement of the assessment activity.</li> <li>3. The assessment process will be applied in a fair, consistent and transparent manner to ensure respectful, high quality learning experiences for students.</li> <li>4. While this policy sets out the minimum expectations concerning the design and delivery of assessments, it does not limit the development of other, additional, innovative forms of effective assessment provided they are compatible with the principles stated in this policy and procedure.</li> <li>5. Summative assessment of student learning only occurs by assignment, project, quiz, test, and/or the final exam, and must be indicated on the course outline and aligned with the competency statements on the course competency profile.</li> <li>6. Formative assessment of students may occur with a variety of methods and must follow the competency statements outlined on the course competency profile. Not all formative learning activities need to be graded.</li> </ol>

**Definitions:**

**Assignment:** An assessment normally involving the application of theoretical concepts or practices, covering specific course competencies or outcomes.

**Project:** An assessment normally involving the application of theoretical concepts or practices, covering a range of the course competencies or outcomes; normally carried out over a period of time with clear expectations and due date.

**Quiz:** A shorter, more informal test of knowledge related to specific course competencies. May be used as formative assessment or knowledge check for students.

**Test:** An assessment covering a range of course competencies and objectives, normally larger and more rigorous than a quiz.

**Final Exam:** A summative assessment covering a majority of course competencies.

**Summative Assessment:** An assessment method that evaluates student learning by comparing it against the learning outcomes outlined in the competency profile (assessment of learning). Summative assessments only include assignments, projects, quizzes, tests, and/or the final exam as indicated on each course outline.

**Formative Assessment/Activity:** An assessment method that monitors student learning and provides ongoing feedback that can be used by students to improve their learning and by instructors to improve their teaching (assessment for learning).

**Feedback:** Information provided to the student that focuses on the qualities of the processes or strategies used to do the work or the work itself. Feedback should be timely, specific, and supportive.

**Related Information:**

D21 Course Development and Revision  
D24 Academic Scheduling and Timetabling  
D31 Academic Integrity  
D19 Grading Policy

**Related Procedures:**

D33 Assessment Procedure

**Review Period:**

3 years

**Revision History:**

New: January 26, 2012  
Revised: February 9, 2017  
Revised: March 16, 2023