



Institutional Policy on the Evaluation of Student Achievement (IPESA)

Adopted by the Board of Directors January 25, 2020

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The official version is the French version. Adopted by the Board on April 27, 2023

The modifications are due to the implementation of the new Social Science program, as well as the Charte de la langue française. Consequently, the evaluation that was supposed to occur in 2022-2023 has been postponed to the next school year, with the report to the Board in June 2024.

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1. Goals and Objectives

1.1. Vision

Centennial's vision is to become the preeminent College that empowers learners to conquer the challenges of learning.

1.2. Mission

Together, we help students become autonomous and resilient learners through innovation and collaboration.

1.3. Centennial College's Approach

Centennial College is an inclusive college that strives to meet the needs of diverse learners. Classes are small and teachers are accessible and responsive. Students receive support in a positive, challenging learning environment. We teach and coach our students to acquire the skills, habits and competencies that are critical to success in university and in life beyond the classroom – ultimately empowering students to conquer the challenges of learning.

Centennial College offers a structured transition from high school to college, providing the support, guidance and tools necessary to complete the pre-university program in the prescribed period with the flexibility to accommodate individual learning of students. Equipped with their Diploma of Collegial Studies (DEC), Centennial students leave college with a deeper understanding of themselves, a concrete plan for the future and the confidence to make it happen.

1.4. Introduction

This document outlines the Institutional Policy on the Evaluation of Student Achievement (IPESA) at Centennial College. It reflects the philosophy of the College which aims to consistently support and improve the quality of education. The IPESA enables both students and teachers to assess student achievement through progressive and systemic evaluation. It also reflects the enrolment of students in particular programs designed to prepare them for university studies.

The document describes the goals and objectives of this policy, the means taken to arrive at comprehensive and fair evaluation, the sharing of responsibilities by all participants, as well as the methods and criteria for evaluating the implementation of the IPESA. The IPESA is distributed to all students and teachers, is referred to on all course outlines, and is posted on the College website. All students, teachers, administration, and staff members are responsible for knowing the provisions of the policy.

The principal focus of the IPESA is the fair and equitable evaluation of the students. This concern can be realized, however, only in light of overall responsibility for assessment throughout the institution. That responsibility is multifaceted.

The process of evaluation is clearly a concern for the student, whose participation in a college program should be active and critical. The student also expects that evaluation within the program is monitored for equity and that evaluation is based on clearly articulated criteria and fair assessments.

Teachers have a central role in assessing student performance in courses for which they are responsible. This responsibility is indeed professional, as it calls for an informed and current awareness of evaluation in its different contexts, respect for the students engaged in meeting the objectives of a course and program, and recognition of the cooperation which the institution must insist upon in monitoring evaluation and certifying its students. None of these requirements is meant to contradict or infringe upon the teacher's freedom to determine methods of evaluation appropriate to the course.

A number of groups and individuals play an essential part in the evaluation process. The Universal Design for Learning Committee, which is comprised of the Academic Dean and teachers, are called upon to recognize different types of assessment appropriate to learning in the different disciplines, and to review these in light of overall equity for students. The teachers and the Academic Dean are responsible for ensuring that the objectives are being met as the student progresses from the initial course requirements to successful completion of the English Exit examination and the final comprehensive assessment. The Dean of Students receives and reviews regular reports and conveys its findings to the Director General. The Academic Dean is responsible for reviewing evaluation practices and carrying out regular reviews of the IPESA in conjunction with the Dean of Students, teachers, and College Council.

The College Council is comprised of students, teachers, and the Dean of Students.

Participants in the process of reviewing the IPESA will include the College Council, teachers, the Dean of Students, the Academic Dean, the Director General, and the Board of Directors. Once approved by the Board, the IPESA is sent to the Commission d'évaluation de l'enseignement collégial (CEEC) and is posted on the College website.

1.5. Objectives of the IPESA

To ensure that the principles and methods of the evaluation of student achievement reflect the Vision and Mission of Centennial as an educational institution.

To underline evaluation as an integral part of learning and as a constructive process in which both students and teachers are engaged actively.

To promote the importance and value of both formative and summative evaluation.

To recognize the multifaceted nature of evaluation and to ensure that optimal procedures exist to evaluate student achievement of the course and program objectives.

To ensure coherence and equity in the evaluation process within and among the academic programs and disciplines of the College.

To ensure adherence to the Code of Conduct.

To establish guidelines for the formulation, implementation and review of the IPESA.

To provide information on the policy to all interested parties.

To ensure students' rights to privacy under the Act Respecting The Protection of Personal Information.

To ensure compliance with and conformity to the College Education Regulations General and Vocational Colleges Act (RREC).

2. General Academic Procedures

Rules pertaining to the Evaluation of Student Achievement

2.1. Program Information

With the help from the Dean of Students, students receive information about their program which includes the ministerial program objectives, the progression grid, and information regarding the comprehensive assessment requirements and options. Students must successfully complete the compulsory English Exit Exam.

2.2. Course Outlines

The Ministry of Higher Education regulations require that at the beginning of each semester every student be given an outline for each course. This outline will include the following sections:

- Course number and title
- Credits and prerequisites
- Ponderation

- Course description
- Competency according to the Ministry's program
- General and specific objectives
- Exit Profile objectives
- Required materials
- Methodology
- Omnivox
- Explicit reference to the IPESA
- Evaluation breakdown, evaluation dates, acceptable methods for work submission, and late penalties
- Course planning
- Important deadlines
- Mediagraphy
- Excerpts from the Code of Conduct, including sections on Cheating and Plagiarism

Dissemination

- The Course Outline is provided to each student in either paper or digital form
- The Course Outline is presented to the class during the first week of the semester
- A digital copy of the Course Outline is made available to the Academic Dean

2.3. Academic Skills Table

- To ensure the progression of academic skills, teachers will make use of the Academic Skills Table when planning and reviewing course assessment tasks.

2.4. Attendance

Regular and punctual attendance is expected. A student will advise the Dean of Students of an absence if it is for a prolonged period of time (more than three (3) school days) or if it is because of a serious matter such as hospitalization or a death in the immediate family. While a medical certificate may be required, it does not exempt the student from meeting the

requirements of the course; the student is responsible for finding out from the teacher what they missed in their absence. Students in difficulty because of an absence should make an appointment with the Dean of Students.

Valid documentation could permit a student to re-take missed evaluations. This must be submitted to the Dean of Students within two (2) school days of return to school from an absence. Failure to comply with this deadline will eliminate the possibility of a re-take.

The re-take period is specified at the beginning of each semester.

2.5. Late Arrivals

A student's late arrival to class disturbs other students and interferes with the learning process. Students are expected to be on time for all classes.

Students who are more than 5 minutes late will not be permitted into class and will be marked absent.

Students will be permitted into the classroom after 5 minutes only if there is an evaluation worth 5% or more. Students will not be permitted into class late for evaluations under 5%. Students will not be granted extra time for their late arrival unless accompanied by an excused absence.

2.6. Withdrawal from a Course

A student who wishes to withdraw from a course is asked to discuss the decision with the Dean of Students. Teachers are asked to remind the student to see the Dean of Students to complete a course withdrawal form before the deadline. The Deadline is determined by the Ministry and is specified on the Academic Calendar. Failure to withdraw from a course by the specified Ministry deadline will result in that student remaining in the course. In this case, the student is then expected to complete the objectives of the course in question. Failure to do so will result in a failing grade.

2.7. Ponderation

Student achievement must be evaluated throughout the semester. This is fulfilled by a minimum of three evaluations distributed at regular intervals. Work required must respect the Ministry of Higher Education's weighting which is the total amount of time to be spent each week for each course in class, laboratory and homework. For example, a ponderation of 3-2-3 means three (3) hours of class, two (2) hours of lab and three (3) hours of homework. C-Space replaces one (1) hour of homework per week.

2.8. Percentage Value of Work Required

The percentage value of any evaluation must reflect its relative importance in the attainment of the objectives of the course. It is the responsibility of each teacher and the administration to establish the percentage range appropriate for each type of work. Furthermore, the final summative evaluation shall be at least 35% of the final grade.

2.9. Submission of Assignments

Assignments must be submitted on the date specified by the teacher. Late assignments are subject to a 10% penalty per day, up to a maximum of four (4) days, including weekends. After the four-day period, the evaluation will receive a grade of 0%. Assignments must be submitted in DOCX or PDF format.

2.10. Testing

Students who require accommodations for evaluations are to provide official documentation to the Dean of Students at the beginning of the semester. They must make an appointment to meet with the Dean of Students at the beginning of their first semester.

Students must also complete and submit the accommodations form to the Dean of Students at least two (2) school days before the evaluation in question.

No teacher will schedule a class test outside class time during the semester.

The final examination schedule will be published by the tenth week of class. Students are responsible for noting conflicts by reporting them to the Registrar. While two (2) exams in one (1) day are allowed, students are advised to notify the Registrar of three (3) exams in a 24-hour period.

Courses can have a final evaluation in the last week of classes or during the formal exam period. This is at the teacher's discretion and decided at the beginning of the semester in collaboration with the Academic Dean.

Students who fail to write a final examination for valid reasons approved by the Dean of Students will be permitted to write a make-up exam during the supplemental days.

Students may not write make-up exams to increase marks.

By the end of their final semester, students must successfully complete the English Exit Examination set by the Ministry in order to be awarded a DEC.

By the end of their final semester, students must successfully complete a comprehensive assessment requiring the integration of knowledge acquired in their courses in order to be

awarded a DEC. The successful completion of this project will attest to a student having met the objectives of their particular program.

2.11. Cheating

Cheating is a serious academic offence and will be treated as such.

Cheating means any dishonest or deceptive practice. It includes, but is not restricted to, making use of unauthorized material, being in possession of unauthorized material, obtaining unauthorized written or verbal assistance during an evaluation or providing unauthorized assistance during an evaluation. Unauthorized materials include but are not limited to a cellphone, a memory aid that has not been approved by the teacher, another student's work, work done by a tutor, etc.

The use of an AI (artificial intelligence), such as ChatGPT, is strictly forbidden, unless authorized by the teacher for a specified purpose.

If a student is to be charged with cheating on an evaluation, the invigilator will take the following measures: immediately stop the student writing the exam, inform the student that they are being suspected of cheating, and contact the Dean of Students who will then escort the student out of the classroom. The invigilator will also confiscate any evidence related to the charge. Any student who suspects another student of cheating will report them and any evidence to the invigilator.

The invigilator making a charge of cheating will give the exam and all evidence related to the charge to the teacher and Dean of Students within one (1) school day of the exam. The invigilator will also provide a written report giving full details of the incident. This report will state precisely what allegations are being made.

The Dean of Students will provide the student with a copy of the written report and will require the student to admit or deny the charges in writing within one (1) school day of receiving the report.

If the student denies the charges, the Dean of Students will immediately form a review panel consisting of 3 teachers, excluding the teacher of the course in question which can, however be consulted as needed. The student has the right to address the committee and to be accompanied by another member of the College community. A written report of the findings and decision of the hearing will be given to the student and to the person(s) making the original charge within one (1) school day of the hearing.

A student who is guilty of cheating will receive a penalty decided by the review panel of teachers. It may include, but is not limited to, a grade of zero on the exam or test, a grade of

zero in the course, suspension for the academic semester or expulsion from the College. The severity of penalty increases with repeated offenses.

Any judgment resulting in this grade or penalty is final; the work is excluded from any grade appeal.

If the charge of cheating is not upheld, the student will be evaluated as determined by the teacher.

Confidentiality must be maintained by those involved in each case when an academic offence is suspected and the invigilator submits an allegation to the teacher and the Dean of Students, except as is reasonably necessary to implement the finding and agreed penalty or as required in subsequent disciplinary proceedings related to the same matter.

All cases must be documented and a copy of the outcome is placed in the student's file.

2.12. Plagiarism

Plagiarism is academic theft and will be treated as such.

Plagiarism means the presentation or submission by a student of the work of another as their own. It includes using material from any source that is not documented, submitting someone else's paper as one's own, "ghost writing" (having another person actually write the paper), and even receiving unwarranted assistance from well-meaning tutors, family, or friends. This policy is included on the course outlines and Code of Conduct given to students at the beginning of the semester.

Plagiarism includes but is not limited to:

- Submitting material (written or designed) by someone else without giving the name of the author/artist/source as outlined in the Style Guide.
- Failure to indicate a source with quotation marks or footnotes where appropriate.
- Getting or giving assignments to another person.
- Using assignments submitted in previous semesters.
- Having someone do assignments in part or in whole for the student.
- Doing someone else's assignments for them.
- Taking someone else's assignments and submitting them as your own, in part or in whole.

- Collaboration in the preparation of assignments, unless specifically permitted or required by the teacher.
- Submission of the same work for credit in two courses without obtaining the permission of the teachers beforehand.
- Replacing and rearranging parts of a text without acknowledging the author.
- Paraphrasing an original work without citing the author.
- Using an AI (artificial intelligence), such as ChatGPT, without citing the author. Citing an AI is considered as a quote from an original work.

Penalties may include, but are not limited to, a grade of zero on an evaluation, failure of the course, grade of zero in the course, suspension or expulsion from the College. The severity of penalty increases with repeated offenses.

When plagiarism is detected, the teacher shall submit all relevant supporting evidence to the Dean of Students.

The Dean of Students meets with the student within one (1) school day to inform the student.

If the student denies the charge, the Dean of Students will immediately form a review panel consisting of 3 teachers, excluding the teacher of the course in question which can, however be consulted as needed. The student has the right to address the committee and to be accompanied by another member of the College community. A written report of the findings and decision of the hearing will be given to the student and to the teacher making the original charge within one (1) school day of the hearing.

Any judgment resulting in this grade or penalty is final; the work is excluded from any grade appeal.

If the charge of plagiarism is not upheld, the student will be evaluated as determined by the teacher.

Confidentiality must be maintained by those involved in each case when plagiarism is detected, except as is reasonably necessary to implement the finding and agreed penalty or as required in subsequent disciplinary proceedings related to the same matter.

All cases must be documented and a copy of the outcome is placed in the student's file.

2.13. Grading System

Final grades are given in percentage value. The passing grade in any course is sixty percent (60%). The following grading scale is in use at Centennial:

A	90 – 100	Excellent
B	80 – 89	Very Good
C	70 – 79	Good
D	60 – 69	Pass
E	below 60	Unsatisfactory (EC / failure)

A final grade of 58% or 59% is automatically upgraded to 60%. A final grade of 57% is subject to review by the Academic Review Committee in consultation with the teacher of the course in question.

Evaluations follow the calendar below:

- 10%-15% by drop deadline graded and uploaded on Omnivox
- 20-30% by Student/Teacher Feedback Meeting graded and uploaded on Omnivox
- 60-65% by week 14/15 graded and uploaded on Omnivox

All evaluations 10% and over must be returned to students within ten (10) school days of the submission (five (5) school days for evaluations below 10%).

2.14. Final Grades

Final grades will be recorded on OMNIVOX.

Dates for the submission of final grades are set by the Registrar's Office.

Final evaluations become the property of the College and will be retained by the teacher for one (1) year.

2.15. R-Score

The R-Score, also known as CRC, stands for Cote de Rendement au Collégial. The R-Score is employed by Quebec Universities to compare and rank CÉGEP students upon their application for admission to their faculties or programs. The R-Score is calculated by the Bureau de coopération interuniversitaire (BCI) and accessed by the Registrar's Office on behalf of students. The R-Score is updated in February, June and September to include results for courses taken in the Fall, Winter, and Summer semesters.

2.16. Grade Confidentiality

Student grades cannot be made public. Only College employees, specifically those who require the information in the exercise of their professional duties, have access to student grades.

2.17. Grade Appeals

The Grade Appeal process excludes all cases of cheating and plagiarism.

A student has the right to contest a grade during the semester. First, a student who wishes to contest a grade must discuss the issue with the teacher within five (5) school days of receiving their graded evaluation, as per Omnivox. In most cases, the situation can be handled at this level with the student receiving a more complete explanation for the grade or a change in the grade. If the grade is not changed and the student still perceives the evaluation to be unfair, the student has recourse to the following process:

The student will complete the Request for a Grade Review Form and submit it to the Dean of Students within one (1) school day of having met with the teacher.

The Dean of Students sends the grade review request to the Academic Dean who assesses the merit of the request using the evaluation rubric. When there are grounds for further investigation, a panel of three (3) teachers is formed, excluding the teacher of the course in question which can, however be consulted as needed. A decision is rendered by the panel and the outcome could increase, decrease or maintain the originally assigned grade. Final decisions will be communicated to both the teacher and the student.

On the basis of the investigation, the review panel will recommend to the teacher concerned that the assigned grade remain the same, be raised or be lowered. This will be done in writing within fourteen (14) school days of the receipt of the grade appeal request. A copy is provided to the student.

2.18. Integrative Assessment & Mandatory Language Exams

By their final semester, students must successfully complete a comprehensive assessment, which requires the integration of knowledge acquired in their courses in order to be awarded a DEC. The project will attest to their having met the objectives and standards of their particular program. Successful completion of the assessment will be indicated by the notation RE (réussi) on the BEC (Bulletin d'études collégiales). Failure to realize the objectives will result in a failure to graduate.

If a student failed to realize the objectives, the student has the right to contest the evaluation (see Section 2.17).

The students must also pass the mandatory Ministry language exam to obtain their DEC.

The students that do not have a certificate of eligibility for instruction in English must pass the *épreuve uniforme de français* (EUF).

The students that have a certificate of eligibility for instruction in English must pass the English Exit Exam.

Specific Terms: Definitions and/or Requirements

2.19. Equivalence (EQ)

EQ denotes that a student has attained, either through previous studies or through out-of-school training, the objectives of a course required in their program of studies.

The student is entitled to the credits attached to the course which does not have to be replaced by another course. A numeric grade does not accompany an EQ.

Equivalences for previous studies are granted by the Registrar on the basis of official transcripts and course descriptions supplied by the previous institution(s) at the request of the student.

2.20. Dispensation (DI)

DI carries no credit value but denotes that the student has been granted an official dispensation from a course. The decision regarding a DI is made by the Registrar.

Dispensation will be given to students who:

- 1) Were exempt from a course in high school
- 2) Were given a derogation in a course in high school
- 3) Have no prior background in the French language (international students)
- 4) Provide medical documentation (DI for Physical Education)

All DI will be on the student's permanent file.

2.21. Failure (EC)

EC accompanies any grade below 60% and denotes a failure.

2.22. Temporary Incomplete (IT)

An IT indicates that course work has not been completed due to excused circumstances. These are assessed and approved by the Dean of Students. A student may request an IT before the

final examination weeks by seeing the Dean of Students. If the request is approved, the Academic Dean and Dean of Students will coordinate new evaluation deadlines with the teacher and the student. A form outlining the new deadlines is submitted to the Registrar's office by the Dean of Students. If the deadline is not met by the student, the original mark assigned for the course will stand as the official mark.

2.23. Incomplete (IN)

In very rare and serious cases, such as severe accident, prolonged illness, or a death in the immediate family, the Dean of Students may apply an incomplete, IN, for one or more of a student's courses. In these cases, no credits are attached to the course(s). This procedure can only be applied after the drop deadline as determined by the Ministry (Article 29 of the College Education Regulations, General and Vocational Colleges Act (RREC)).

In all cases, professional documentation is required and becomes part of the student's permanent file. The course will appear on the final transcript with an "IN" as the final outcome.

If a student is requesting an incomplete for courses in a semester, this request must be submitted in writing along with the appropriate documentation, no later than the last day of classes of each semester. Exceptions to this deadline are only made under extenuating circumstances, which are determined by the Dean of Students. The College also reserves the right to refuse a request if the student completed the final summative assessment for a respective course prior to submitting the incomplete request.

2.24. Substitution (SU)

SU indicates that the Registrar has authorized the substitution of one course for another course set out in a student's program of studies.

Records and Certification of Studies

2.25. Bulletin d'études collégiales (BEC)

The BEC is the official cumulative record of marks which is issued to students at the end of each session. This information is available on OMNIVOX, and the student can request a copy from the Registrar.

2.26. Diplôme d'études collégiales (DEC)

The DEC is the official diploma issued by the Ministry of Higher Education upon the recommendation of the College to students who have successfully completed the requirements of an approved program. Students must collect this document at the Registrar's office.

3. Sharing Responsibilities

The following are the roles and responsibilities of educational and administrative bodies with respect to the evaluation of student achievement.

3.1. Student Responsibilities

Students are responsible for knowing the contents of the IPESA when they sign their Educational Services contracts.

Students are responsible for ensuring that their schedule and all courses chosen meet the requirements of the Diploma of College Studies (DEC) in the program in which they are registered. Upon receiving their schedule, students must advise the registrar if there is a mistake.

Students are responsible for ensuring that all courses chosen meet the requirements for the university program(s) they wish to enter.

Students are responsible for knowing the objectives and requirements of their particular programs and the Code of Conduct.

Students are responsible for knowing the objectives, requirements, and evaluation procedures in their courses.

Students are responsible for fulfilling the requirements for evaluation in a course.

Students that are absent for a valid reason are responsible for informing the Dean of Students of this fact (see section 2.4. Attendance).

Students who have been absent are responsible for consulting all course materials and documents on Omnivox as well as following up with teachers.

Students are to keep all course work until the final grade has been posted.

Students are responsible for verifying the accuracy of their Bulletin d'études Collégiales (BEC). Errors or omissions must be reported to the Registrar within seven (7) school days following the issuing of the report.

3.2. Student Rights

Students have the right to information related to the ministerial and institutional objectives, including reference to the requirements for the comprehensive assessment of the program in which they are registered.

Students have the right to request a copy of the IPESA. A digital copy can be found on the Centennial College website.

Students have the right to a copy of course outlines at the beginning of every semester.

Students have the right to an evaluation based on the explicit objectives of the course.

Students in multi-sectional courses have the right to expect an appropriate degree of consistency between the sections with respect to objectives and standards, methodology, and evaluation.

Students have the right to receive an indication of their performance in a course in relation to the class average.

Students have the right to look at their final exams up to the drop deadline of the following semester.

Students have the right to a grade appeal if they feel they have been incorrectly or unfairly evaluated during the semester (see Section 2.17.).

Students have the right to the confidentiality of their records unless they waive this right in writing. Access to the records is limited to designated administrative personnel.

3.3. Teachers' Responsibilities

Teachers will respect and conform to the requirements of the Ministry, the provisions of the IPESA, and the policies adopted by the College.

Teachers will design their courses using Universal Design for Learning (UDL) practices to ensure active student engagement to achieve the specific course objectives. The Centennial College Onboard Manual serves to establish a common understanding of instructional strategies employed to meet the College mission. It is a source of policies for all purposes regarding curriculum planning, teaching strategies, and assessments.

Teachers in multi-sectional courses will maintain consistency between sections taught by different teachers with respect to objectives and evaluation procedures.

Teachers will give students a course outline at the beginning of the semester (see Section 2.2.). Major evaluation dates are subject to change.

Teachers will submit copies of course outlines to the Academic Dean five (5) days before the start of the semester, who will review that these documents comply with ministry standards before approving them to be posted on Omnivox.

Teachers are responsible for validating student attendance in each course, each semester, in a manner determined by the Registrar.

Teachers are responsible for posting course information on Omnivox as per the Onboard Manual. This includes:

- I. All evaluations and their corresponding dates
- II. The course outline
- III. All assignment guidelines and rubrics
- IV. Lectures, handouts, and C-Space activities

Teachers will follow the procedures regarding cheating and plagiarism as outlined in Sections 2.11. and 2.12.

Teachers will submit final grades according to the deadlines established by the Registrar.

Teachers will protect the confidentiality of a student's grades and all other student information.

3.4. Teacher's Rights

Teachers have the right to be informed of the pertinent regulations of the Ministry, and to receive the staff policies and guidelines, the Code of Conduct, and the IPESA. They will receive revised versions when they have been approved by the Board of Directors.

Teachers have the right to be formally consulted during the process of modifying the IPESA and other College policies and guidelines.

Within the constraints of the College policies and guidelines, Ministerial and the IPESA regulations, teachers have the right to determine aspects of methodology and procedures of evaluation in the course planning process.

Teachers have the right to expect students to abide by the Code of Conduct.

Administrative Structures

3.5. Director General

The Director General is responsible for the execution of all educational and administrative policies as determined by the Board of Directors.

The Director General, in consultation with the Academic Dean and the Dean of Students, authorizes the readmission of students who have been away from the College for at least one (1) semester.

The Director General may refuse registration to students who have been in poor academic standing for two (2) semesters. These semesters do not have to be consecutive.

3.6. Academic Dean

The Academic Dean, under the Director General, is the chief academic authority in the College and responsible for all academic matters. The Academic Dean is accountable to the Director General.

The Director General and the Academic Dean are the links between the administration of the College and the faculty and students. They are responsible for the effective functioning of the College and have a primary responsibility to enhance the education of the students. The evaluation of student achievement is an important component of this responsibility.

The Director General, in consultation with the Academic Dean, meet to ensure that teachers achieve equity in evaluation within and across the various academic disciplines, especially in the implementation of course objectives and standards. The Director General and the Academic Dean are responsible for consistency and equity in multi-sectional courses with regard to objectives, standards, methodology, and evaluation procedures.

Course outlines are submitted to the Academic Dean, for approval, five (5) days before the beginning of each semester. The Academic Dean will ensure that these documents comply with ministry standards, as well as the present policy and the UDL framework, before approving them to be posted on Omnivox.

The Academic Dean is responsible for seeing that the IPESA conforms to the requirements of the Ministry of Higher Education.

The Academic Dean ensures that the IPESA is available and respected by teachers and students.

The Academic Dean is responsible for transmitting the IPESA and all its subsequent revisions to the Commission d'évaluation de l'enseignement collégial (CEEC).

The Academic Dean ensures that the evaluation procedures conform to the IPESA and the Onboard Manual.

3.7. Dean of Students

The Dean of Students is an important resource for students in their academic achievement as well as their growth and development. The Dean of Students is responsible for the quality of student life at the College. The Dean of Students is responsible for clarification of information regarding student rights and responsibilities, academic integrity, and disciplinary procedures.

The Dean of Students acts as a liaison between students and teachers, as well as students and the administration.

The Dean of Students ensures that students abide by the Code of Conduct and enforces consequences for infractions.

The Dean of Students will summon the College Council at least once per semester to discuss relevant policy issues.

The Dean of Students assists students in the planning of their program of studies (e.g., changes in program and courses, conflicts, equivalencies and withdrawal from courses).

The Dean of Students is available to students to discuss their progress and to assist them in resolving academic concerns.

The Dean of Students, in consultation with the Registrar, verifies the students' course profiles and the profiles of prospective graduates to ensure that diploma requirements are met.

The Dean of Students provides information about university applications and other postsecondary institutional requirements.

The Dean of Students authorizes the Temporary Incompletes (IT) and the Incompletes (IN).

3.8. Registrar

The Registrar is the coordinator of the following services:

The Registrar verifies that students have the prerequisites for admission to a program leading to a Diploma of College Studies (DEC).

The Registrar keeps records of students' marks and individual student files.

The Registrar verifies that students are officially registered in courses, and officially withdraws them from a course and/or from the College.

The Registrar coordinates and is responsible for final examination procedures in collaboration with the College staff.

The Registrar specifies dates for the submission of final grades.

The Registrar collects final grades for all courses.

The Registrar prepares the Bulletin d'études collégiales (BEC) and transmits it to the Ministry of Higher Education.

The Registrar is responsible for submitting the names of students who are eligible for the Diploma of College Studies (DEC) to the Board of Directors for approval. The Registrar then submits the approved names to the Ministry of Higher Education requesting the granting of diplomas. Upon their receipt, the Registrar is responsible for making the diplomas available to students.

The Registrar provides the Director General, the Academic Dean, and the Dean of Students with student success data (e.g., class marks, class averages, etc.).

The Registrar reports information concerning academic standing (e.g., success/failure rates, incompletes, etc.).

The Registrar authorizes equivalencies (EQ), dispensations (DI), and substitutions (SU).

The Registrar, in collaboration with the College Staff, prepares the Academic Calendar for approval by the Director General, and subsequently by the Board of Directors.

3.9. Board of Directors

The Board of Directors administers the affairs of the corporation and ratifies all College policies. Furthermore, the Board of Directors recommends to the Ministry of Higher Education a list of College graduates for a DEC.

3.10. College Council

The College Council is the chief consulting body for all policies and procedures at the college. This committee is comprised of one teaching staff, one member of the Student Success Team, student representatives and the Dean of Students. Its responsibilities are to:

- Provide input on the elaboration, implementation or modification of the IPESA.

- Consult on the development, implementation or modification of college policies and procedures.

- Review official reports of evaluation of the IPESA.

- Propose to the Academic Dean changes and recommendations regarding the IPESA.

3.11. Universal Design for Learning (UDL) Committee

The UDL Committee includes all teachers, the Academic Dean, and the Dean of Students. The UDL Committee provides recommendations for pedagogical improvement and reviews all matters of policy related to academic programs and procedures.

3.12. Academic Review Committee

The Academic Review Committee is comprised of the Academic Dean, the Dean of Students, and the Director General. The Committee meets at the end of every semester to review all final student grades.

4. Evaluation of the IPESA

4.1. Evaluation of the Implementation of the IPESA

The Academic Dean is responsible for overseeing the implementation of the IPESA with all its provisions.

The Academic Dean may appoint a committee to oversee the process of evaluating the implementation of the IPESA. This may include consultation with teachers, administration and students for the review of selected course outlines, examinations and comprehensive assessments. It may also include feedback on the coherence of and equity in the evaluation of student achievement in the academic disciplines and programs of the College.

4.2. Review and Revision of the IPESA

The IPESA will be reviewed at least every three years; the evaluation should take place in the fall semester preceding a revision.

The Academic Dean is responsible for overseeing the review and revision of the IPESA. They may consult with any College structure it deems appropriate as well as appoint an ad hoc committee for the review and revision.

The review will assess the effectiveness of the IPESA with respect to the evaluation of student achievement in light of the objectives and standards of the academic programs and of the College.

The College Staff and the College Council will recommend the acceptance of the revised IPESA to be forwarded to the Board of Directors for approval and adoption as the College policy for the evaluation of student achievement.

Submitted for consultation with College staff on: September 13, 20 & 27, 2019 & March 24, 2023

Submitted for consultation with College Council on: October 3, 2019 & April 12, 2023

IPESA approved by the Board of Directors on: January 25, 2020 & April 27, 2023

IPESA sent to the Commission d'évaluation de l'enseignement collégial on: February 4, 2020