

Assignments and Exams

Please read this section carefully.

It is the students' responsibility to read and understand the Ascend Online assignment and exam security policies and procedures. Ascend Online maintains the right to question and cancel any assignment or exam result that does not clearly follow the policies and procedures listed below. Contact your teacher or an administrator if there are any questions.

Ascend Online's standards and procedures for administering assignments and exams have two primary goals:

1. To give students equal opportunity to demonstrate their abilities;
2. To prevent any student from gaining unfair advantages.

Ascend Online reserves the right to cancel any grade if, in its judgment, any of the following occurs:

1. Violation of exam policies and procedures: For assignments and exams, you may be required to check off a box when downloading the assignment or exam indicating that you are aware of, and agree to, all of our policies. The security policies and procedures you will be required to agree to are:

- Exams will ONLY be opened when you wish to write.
- Exams must be taken within the prescribed time allotted. If you have handed in an exam after the allotted time, it is your responsibility to advise your teacher. If you have technical problems while writing the exam, it is your responsibility to immediately inform the teacher or technical support of the difficulty you are having.
- Cell phones, tablets, PDAs, MP3 players, email/messaging devices, and any other electronic or communication devices are not permitted in the room while you are taking an exam. For invigilated exams, a box will be placed at the front of the room for devices.

- All test answers are your original work and you may not consult textbooks, tutors, assisting adults, other people, or any electronic devices (including email/messaging devices or cell phones) without the written consent of the teacher.

2. Disclosure of course items: If you are discovered disclosing, through any means, any exam or assignment questions, Ascend Online will deactivate you from the course.

3. Misconduct: If the Ascend Online administration or teaching personnel find that there is misconduct in connection with your assignment or exam, your grade will automatically be 0%. Misconduct includes, but is not limited to the following:

- Violating any of the course security policies or procedures previously mentioned.
- Obtaining improper access to an assignment or exam, or any part of, or information about the course.
- Referring to, looking through, or working through any exam section, other than the allotted time period for that exam.
- Using any prohibited aids. (mentioned above).
- Copying from another student's work or published work.
- Attempting to give or receive assistance, in any form, with another person you are not handing in personal or original work.
- Attempting to take the assignment or exam for someone else.

4. Course irregularities: The term "course irregularities" refers to problems with the administration of an exam and may affect an individual or group of students. These problems include, but are not limited to:

- administrative errors (e.g. improper timing, defective questions),
- improper student access to an exam
- other student or administrative disruptions.

When course irregularities occur, Ascend Online may decline to grade the assignment or exam or may cancel the grade. When it is

appropriate, Ascend Online may give students the opportunity to test again as soon as possible.

Additional Assessments:

Due to the nature of the online learning environment and the desire of Ascend Online to determine if work is being done independently, Ascend Online reserves the right to host "assessment conversations" – (to go over assignments with the student over Skype voice), or to request a proctored or supervised exam. Any supervised exam will be set up by Ascend Online at the request of the teacher or administration with the student given advanced notice as to the time and place of writing.

These additional assessments are made if the teacher has any occasion to doubt that the work is independently done - where the student cannot speak to it confidently, or that there are evident gaps between the work handed in and the students ability to speak about it at some level of depth.

Weighting of Invigilated Exams:

The exam weight will vary depending on how close it is to the course work grade. Below is the weighting table.

There are two reasons for the variable weighting:

1. It gives credit for an exam that is done exceedingly well.
2. It ensures the consistency of effort between the course work and the exam. It will balance grading for those who rely too heavily on tutorial assistance, answer keys and online resources in the performance of their online work.

We pray this encourage students to apply themselves with diligence and integrity to their course work with equal consideration to their exams.

Exam Mark

**Weight of
Exam**

10% Higher than course mark	50%
0%-9% Lower/Higher than course mark	As set in course
10%-19% lower than course mark	50%
20%-29% lower than course mark	75%
30%+ lower than course mark	100%