

Assessments Information



Assessments

Due Dates and Late Work

When to Expect and Where is Assessment Feedback

ASSESSMENTS

Each week, the HSML teacher will email the parent and the charter school teacher a quiz or a test. The parent is to print and proctor the assessment.

- a) To maintain academic integrity, we ask parents to commit to proctoring each assessment for the entire time that the student uses to complete the assessment.
- b) We ask parents to read the email each week for instructions about whether a calculator and/or other helps are allowed so that you can correctly proctor the assessment.
- c) For the sake of academic integrity, it is important that the student not have access to the parent email account and that the parent not show the assessment to their student before they are ready to complete it and turn it in.
- d) IMPORTANT: Smart phones are very smart – it is actually possible to “Google” a math problem and find a website that will show each step and the solution! *We ask that the parent to be sure that their student does NOT have access to their phone or any device that can access the internet during the assessment.*
- e) If a parent allows a student to complete an assessment in multiple sittings, it is necessary to ensure that the student does not refer to any extra help information during the break in testing.

HSML’s Procedure When Something Seems Amiss

HSML teachers partner with parents for excellence in mathematics education. To ensure excellence, HSML teachers will bring to the parent's attention anything that causes us to pause and wonder whether we are seeing evidence of academic misconduct.

HSML teachers are encouraged to email the student and parent, and copy the charter school teacher in the following scenarios:

1. The work on an assessment uses methods and strategies that are significantly different from the methods and strategies that were taught in class. This is often indicative that a computer-generated answer is being submitted.
2. The work on an assessment that two or more students submit is identical and has matching errors that cause concern that the assessment work/answers are being shared between students.
3. Questions asked during class review seem to indicate that the student has prior knowledge about what is included in the exam.

Receiving an email of this nature does not mean that we have already determined that misconduct has occurred. It is our desire to bring up our concerns and work with the parent to gain clarification about something we see on the assessment. If the conversation ends with agreement that cheating has occurred, the assessment grade will be a zero. If there is ambiguity, the assessment will be graded as it was turned in and parents should be extra vigilant in the future to ensure academic integrity while proctoring the assessments.

DUE DATES AND LATE WORK

Each teacher will communicate to their students the specific time and day that assessments are to be turned in to the teacher. Since quick grades and feedback are very important aspects of students' success, teachers have set aside time in their schedule each week to grade assessments. If the student's assessment does not arrive in the teacher's inbox on time, the teacher must adapt her schedule to grade a late assessment.

Both for the sake of allowing the teacher to manage their schedule and to help the student learn time management skills, HSML teachers will take off points for assessments that are turned in late. An assessment that is completed on time but is not in the teacher's email box on time will be considered late. Assessments will not be accepted beyond 7 days past the due date and the grade will be recorded as a 0. Teachers will grade the make-up assessment by the following Friday. The zero(s) could be made up in the AMP (At My Pace) course, which would allow the student to salvage their grade. Our AMP classes are self-paced giving students time to understand each concept before moving to the next lesson. There is a \$65 charge to make the transfer to our AMP class.

We ask the parent to please communicate with their child's teacher in advance if the scheduled day/time that an assessment is due needs to be adjusted. We want to continue to be flexible when they have specific scheduling issues but also hold students accountable for time management and deadlines.

WHEN TO EXPECT AND WHERE IS ASSESSMENT FEEDBACK

HSML teachers put a high priority on grading assessments quickly. If an assessment is turned in on time, quizzes are graded each Friday and tests are graded within three business days. If an assessment is turned in late, they will be graded no later than the following Friday. The student's grading notebook contains the grades and feedback, as well as a grade summary page that is updated each time an assessment is graded. At the end of each semester, the student will receive an official transcript.