



OntarioLearn Procedure

PROCEDURE TYPE:	Academic
PROCEDURE TITLE:	Grading Procedure
PROCEDURE NO.:	ACAD-006.1
RESPONSIBILITY:	OntarioLearn Policy Committee
APPROVED BY:	OntarioLearn Board of Directors
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Introduction

Grades represent the level of student mastery of course outcomes. OntarioLearn requires student grades to be submitted in a timely manner to support the process of confirming academic standing, program progression and graduation through their registering college. It is recognized that there are variations in grade reporting requirements between colleges. This procedure describes the expectations regarding recording grades to recognize student achievement in a course.

Definitions

Host college: The College who owns/delivers the course.

Registering college: The College where the student is registered.

Procedures, Roles and Responsibilities

- 1. Final Mark Designations:** Instructors may use one of the following approved final mark designations

OPTION #1:	Percentage Percentage F
OPTION #2:	P=pass F=fail S=satisfactory U=unsatisfactory
OPTION #3:	Inc=incomplete (<i>must be updated with option 1 or 2 designation when result is available</i>)

2. Guidelines for Using and Interpreting Final Mark Designations:

OPTION #1:

- a) Percentage:**
 - i) Instructors are to assign a **percentage** as a measure of a student's academic achievement for all credit courses. Exceptions may include clinical/practical or field work courses (Refer to Option 2).**

- ii) The percentage must be a whole number to eliminate inconsistencies with rounding up or down.
- iii) In cases where a registering college grading system/policy uses a value other than a percentage value, the registering college will convert the percentage value posted for their student to a letter grade or numeric grade based on their college grading policy.

b) Percentage F:

- i) Instructors can assign a **percentage F** as a measure of a student's academic achievement in cases where a student has received a passing percentage final mark but has NOT successfully fulfilled all course requirements as stipulated on the course outline and CIS data. This will trigger a more detailed review of results by the registering college.

(1) Registering colleges that must record a letter grade value will convert the result to an "F".

(2) Registering colleges that must record a percentage value will contact the Host College Coordinator who will consult with the course instructor to assess alternative options. Requests of this nature will be assessed on an individual basis and a revised breakdown of the student's results will be provided to the registering college. Possible options may include:

- (a) Weigh the "failed requirement" (i.e., final exam) as the final mark result.
- (b) Re-weigh the breakdown of results to assign a higher value to the required element.

- ii) Instructors can assign a **percentage F** final mark designation in situations where a student has received a final mark greater than or equal to 50% but less than the minimum passing mark as stipulated on the course outline and CIS data. This will trigger a more detailed review of results by the registering college.

(1) Registering colleges that must record a letter grade value will convert the result to an "F".

(2) Registering colleges that must record a percentage value will determine their own protocols. Possible options may include:

- (a) Assigning the percentage value assigned by the instructor if the minimum pass requirements are the same.
- (b) Assigning other non-percentage final mark designations such as "U" (Unsatisfactory) recognizing that the result may not be part of the student's GPA calculation.
- (c) Contacting the Host College Coordinator who will consult with the course instructor about re-weighing the results. Requests of this nature will be assessed on an individual basis and a revised breakdown of the student's results will be provided to the registering college.

- b) The OL Coordinator (or designate) at the host college will monitor the OntarioLearn Grades System to ensure grades are reported by instructors.
- c) The OL Coordinator (or designate) at each registering college is responsible for generating their students' grades results from the OntarioLearn Grades System and forwarding the results to their Registrar's Office in a timely manner.

3) Grade Changes:

- a) The instructor must advise the Host College Coordinator of any Final Mark changes made on the OL Grades System. The notification should include the student's full name, the course code and title, the previous grade, the new grade it is has been changed to, and a brief reason for the change.
- b) The Host College Coordinator will notify the Registering College Coordinator of the grade change affecting their student.

4) Archiving Grades System data:

- a) The grade data is kept on the OntarioLearn Grades System for 3 terms. Registering colleges and instructors have access to the OntarioLearn grades system to make changes.
- b) Registering college are responsible for generating an excel archive of their registered student "Final Marks" and Full Grades Forms.
- c) Host colleges are responsible for generating an excel archive of the student "Final Marks" and Full Grades Forms for the courses that they host.
- d) An excel archive of the "Final Marks" and Full Grades Forms is generated and stored by the OL Administrator prior to the grades system data removal.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Related policies, procedures and directives

Academic Appeals Policy (ACAD-001)
Grading Policy (ACAD-006)
Registering College Appeal Policy/Procedures
Registering College Grading Policy