

Department Policies

All work in each learning guide must be finished, including assignments identified as completion work, before a numerical mark will be assigned.

All writing assignments that require the writing process must have a rough and good draft submitted. The assignment will lose an automatic 30% if a rough draft is missing.

Conferencing about your essay with your teacher is a requirement. Students who write their essays without conferencing are at risk of having to redo the assignment or being docked 30%.

Students are permitted to rewrite three units in the course. Only assignments that receive a mark below 80% qualify as rewrites. Assignments that are re-written count toward the 2 unit a week total. See school policy regarding evaluation procedure for re-writes.

Plagiarized assignments will receive an automatic zero. Students who plagiarize twice will be sent to the vice principal for disciplinary action.

Students are permitted to submit no more than two units of work per week. Rewritten assignments are included in this two-unit total.

Students must complete all required course material in order to write the final examination.

In order to continue a course into the next semester the following criteria must be met:

- Attendance is consistent with few unexplained absences
- At least 10 units have been submitted
- At least one major piece of writing has been submitted (for example, an essay)

Course evaluation - 70% of final mark comes from term work, 30% of final mark comes from the end of the semester assignments including the exam.