

Evaluation and Examination Policy

The purpose of this policy is to outline the procedures and standards for evaluations and examinations at Royal Ontario Academy, ensuring that assessments are conducted with integrity, fairness, and in alignment with the academy's academic goals.

Evaluation Policies

Royal Ontario Academy is committed to providing a fair and rigorous evaluation process that accurately reflects student learning and achievement.

Continuous Assessment

- Student performance is evaluated through a combination of assignments, quizzes, projects, participation, and other formative assessments throughout the course.
- Feedback is provided regularly to help students understand their progress and areas for improvement.

Final Evaluation

- A final evaluation, which may include an exam, project, or culminating activity, is conducted at the end of each course. This final evaluation is designed to assess the student's overall understanding and mastery of the course material.

Examination Policies

At Royal Ontario Academy, the final exam process is designed to maintain academic integrity, with exams conducted online and proctored to ensure fairness.

Proctoring Options

- *Proctoring Agency:* Exams can be monitored through a reputable proctoring agency that ensures the student's identity is verified, and the exam environment is secure.

- *Lockdown Browser*: Alternatively, a lockdown browser may be used to secure the student's computer during the exam. This tool restricts access to other applications, websites, and functionalities, ensuring that the exam is conducted under strict conditions.

Scheduling

- Exams are scheduled at a mutually agreed-upon time and date between the student and the academy. Flexibility is provided to accommodate different time zones and personal circumstances, while still adhering to the academy's academic calendar.

Security and Integrity

- The security measures implemented ensure the integrity of the examination process, verifying that the student's work is their own and that no unauthorized assistance is used during the exam.
- Students are required to follow all exam instructions and protocols. Any breach of these protocols may result in academic penalties, including a failing grade for the exam or the course.

Academic Honesty

By adhering to these guidelines, Royal Ontario Academy upholds the highest standards of academic honesty and reliability in our examination procedures. Students are expected to conduct themselves with integrity throughout the evaluation process.

Appeals

If a student believes that an exam or evaluation was conducted unfairly, they may appeal the decision. The appeal must be submitted in writing to the Royal Ontario Academy administration within ten days of receiving the exam results. The appeal will be reviewed, and a final decision will be made within two weeks.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.