

This policy outlines the procedures and standards for evaluations and examinations at Royal Ontario Academy, ensuring assessments are conducted with integrity, fairness, and in alignment with the Academy's academic goals and current Ministry requirements.

How Course Marks Are Built

Beginning in the 2026-2027 school year, every course mark is made up of three parts: classroom work completed throughout the course (65%), a mandatory final evaluation (20% in Grade 9 and 10, 25% in Grade 11 and 12), and attendance and participation (15% in Grade 9 and 10, 10% in Grade 11 and 12). The attendance and participation component is assessed and reported under the Attendance Policy.

Composition of the Final Evaluation

The final evaluation is broken down by subject in line with Ministry requirements. In English, Mathematics, and Science, and in Grade 9-10 Canadian and World Studies courses, it is a single written exam. In most other subjects it is split between a written exam and a culminating task. Certain locally developed compulsory courses, workplace and open courses, and specific subject areas are exempt from the mandatory written exam and instead complete a final evaluation such as a project, presentation, or portfolio. Each course outline states the exact composition that applies to that course. The Grade 9 mathematics course follows the EQAO Grade 9 assessment schedule where applicable, and the Grade 10 Career Studies course carries the Financial Literacy Graduation Requirement, assessed at a 70% pass mark, in effect for students entering Grade 9 in 2025-2026 or later, completed through Grade 10 beginning in the 2026-2027 school year.

Continuous Assessment

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

Proctoring

All final exams are completed online under live proctoring by video call. The proctor verifies the student's identity at the start of the exam and monitors the session throughout. Students must have a government-issued photo ID (passport, driver's licence, or provincial health card), a reliable internet connection, a working webcam and microphone, a quiet private space, and only the device they are writing the exam on, with no notes, textbooks, or other electronic devices permitted. Final exams are two hours in length, and no breaks are permitted except for documented accessibility accommodations arranged in advance.

Scheduling

The Ministry requires written final exams to take place during a designated exam period. Because ROA operates on continuous entry with rolling start dates, it has no single fixed exam period; each student's proctored written exam is scheduled individually as their equivalent of that period, consistent with Growing Success's provisions for inspected private schools proctoring final exams online. Once the culminating task is submitted and the

instructor confirms the student is cleared to book, the student contacts ROA administration to request an exam date and time at least five business days before the intended date. Administration confirms the date, provides proctoring details, and requests identification, and the Principal approves and unlocks the exam once the booking is confirmed. Students should not attempt to access the final exam before receiving booking confirmation.

Security and Integrity

Security measures verify that a student's work is their own and that no unauthorized assistance is used during the exam. Throughout each course, teachers regularly review student work to confirm that submitted work belongs to the student enrolled in the course. Students must follow all exam instructions and protocols; any breach may result in academic penalties, including a failing grade for the exam or the course.

Reporting Student Achievement

ROA uses the Provincial Report Card, Grades 9-12, for formal reports. Students receive a mid-term report reflecting achievement and progress at the course's halfway point, and a final report reflecting overall achievement and development for the entire course.

Appeals

If a student believes an exam or evaluation was conducted unfairly, they may appeal in writing to the Principal within ten days of receiving the results. The appeal is reviewed, and a final decision is made within two weeks.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.