

## HERITAGE COLLEGE REFERENCE DOCUMENT #P36.2

(supporting material for Heritage College Policy #36 concerning  
Promotion of the English Language)

Coming into Force: April 26, 2011

### Evaluation Guideline

The College recognizes that not all evaluation activities are equal; therefore the following broad characterizations should be employed to decide the weight given to proper English usage for any given evaluation activity:

- A. A formal essay, or prose exposition.
  - i. In this type of evaluation activity, the correct use of English is intricately bound up with the accurate expression or explanation of complex or abstract ideas, systems, or arguments.
  - ii. For this type of evaluation activity, the correct use of English grammar, mechanics, vocabulary, and spelling may be assessed at 20-30% of the total mark for that evaluation activity.
  
- B. Other written evaluation activities, such as reports, reviews, proposals, business letters, journal entries.
  - i. In these evaluation activities, the clear reporting of fact or explanation of phenomena is of uppermost importance, and the correct use of English plays a supporting role.
  - ii. For this type of evaluation activity, the correct use of English grammar, mechanics, vocabulary, and spelling may be assessed at 5-20% of the total mark for that evaluation activity.
  
- C. Oral Presentations
  - i. Although it is not possible to grade mechanics and spelling in this type of evaluation activity (unless it is also typed and handed in, in which case it would become a type of evaluation listed above), it is possible to assess the correct use of English grammar and vocabulary as the presentation is given.
  - ii. This type of evaluation activity may be assessed at 5-10% for English grammar and vocabulary usage only.
  
- D. A test or quiz in which English grammar, mechanics, vocabulary and/or spelling are the only items evaluated.

Such exceptional evaluation activities are generally given in English classes. The mark for proper English usage on such an evaluation activity can be 100% for that assignment only.

However, the maximum cumulative weight of these types of evaluations is 5% of the final course mark.