



**Great Hearts Irving  
Upper School  
Family Handbook  
2020-2021**

**Addendum on Online  
Assessments**

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*The Headmaster of the Academy maintains the right to amend this handbook during the course of the year when it is deemed necessary. If this is the case, changes will be posted on the Academy's website.*

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## Online Assessments for Distance Learning

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### **Online Assessments**

Online assessments will be timed and closed-note/closed-book, unless otherwise stated by the teacher. For assessments outside of a required Zoom class, the teacher will post the assessment time in the Weekly Schedule, posted each Friday on the Google Classroom Stream and Google Classroom Classwork. Students are taken on their honor that they are using no other resources or persons to complete an assessment.

### **Missed Online Assessments**

If a student misses a quiz or test without prior notification from a parent for an excused absence, there will be opportunities to make up the assessment, but with a grade deduction:

**Missed Quizzes:** If a student misses a quiz, a second window of time will be assigned by the teacher during which the student can make up the missed quiz with a 30% deduction. If a student misses the second window of time, he/she will receive a 0% on the quiz.

**Missed Tests:** If a student misses a test, a second window of time will be assigned by the teacher during which the student can make up the missed test with a 10% (one letter grade) deduction. If a student misses the second window of time, he/she must initiate a conversation with his/her teacher to schedule a third window within one week of the second window, with a 30% deduction. If the student does not contact his/her teacher to schedule this third window, or if more than one week has elapsed since the second window, the student will receive a 0% on the missed test.