

## EVALUATION OF COURSES

*Message sent on behalf of Professor Dionne Gesink, Acting, Associate Dean of Academic Affairs, DLSPH*

Dear Instructors,

As you implement your academic continuity plan, **please note that some actions/changes require a class vote**. A comprehensive table defining which changes can be made by the instructor only vs class vote vs declaring academic disruption is available on the Provost website: <https://memos.provost.utoronto.ca/covid-19-planning-for-completing-courses-this-term-pdad-50/>.

Most relevant for some of you is if you reweight the method(s) of evaluation for your course. From the Grading Practices Policy

(<https://governingcouncil.utoronto.ca/secretariat/policies/grading-practices-policy-university-assessment-and-january-26-2012>):

### **“1.3. Changes to the method of evaluation**

For both undergraduate and graduate courses, after the methods of evaluation have been made known, the instructor may not change them or their relative weight without the consent of a simple majority of students attending the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the division or the department, or in the case of graduate courses, the graduate unit. The only exception to this is in the case of the declaration of a disruption.”

The **easiest way to hold an online vote** is:

- a) announce the vote (course website and email)
- b) open Quercus survey or quiz worth 0 points
- c) put proposed change to the assessment
- d) open vote
- e) end for vote by next class meeting date had the class be in-person. Once vote is closed, it is the majority of students who have voted who determine the outcome of the vote. Then inform students vote has taken place and the result.

Also note the following rules that are being relaxed:

- Instructors can consider evaluation other than online exam; we are encouraging turning these to take home exams. You can also:
  - o Change weighting of assessment through vote
  - o Change exam to assignment (or other assessment) due the date of the exam
- Deans with undergraduate programs have changed/extended drop dates; our Dean is also allowed to make this change for graduate programs. This extension of the drop date may be important for students struggling in courses who may want to drop if the assessments are reweighted
- The limit on the number of Credit/No-credit courses a student has on their transcript has been lifted. This means you can change your course from letter grading to credit/no credit (following the process to make that happen)

For more information, please contact: [Dionne Gesink](#) or consult your program contact:

**PHS:** <http://www.dlsph.utoronto.ca/divisions/division-heads-and-program-leaders/>

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