

ASSESSMENT AND GRADING FOR CREDIT COURSES

Background

HCAA grading practices must be reliable, valid, and fair and reflect academic standards. This procedure explains the roles and responsibilities of HCAA Instructors, Director, HCAA Admission Coordinator.

Procedures

1. Instructors are to assess and grade student performances, both formatively and summatively throughout the Alberta HCA Curriculum, in theory, Clinical and submit final marks.
2. Instructors inform students about grade requirements from one course to another course, using the HCA road map from Alberta Health.
3. The percentage grade scale is used for HCAA HCA Curriculum Course 1,2,3,4,6,7. Course 5,8 and 9 grade system is Pass (or) Fail. Students must receive a PASS from Course 5,8,9.
4. Students must receive a minimum of 70% on course exams to be promoted to the next course.
5. Successful PASS from Provincial HCA Exam is required to obtain HCA Certificate.
6. All grades must be entered into the Student Progress Tracking Report.
7. An official transcript is created and remains in the student file in the HCAA Office of Admissions
8. Students have the right to appeal grades as per Administrative Procedure 305.
9. The Director has the authority to designate the instructor to assess and approve grades for the class in which they assess, monitor and are responsible for.

Adopted: November 22, 2022

Reviewed/Revised: