

ASSESSMENT AND GRADING FOR CREDIT COURSES

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 Administration Officer.

1. Instructors are to assess and grade student performances, both formatively and summative 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 (0 %-100%) is used for HCAA HCA Curriculum Course Exams 1,2,3,4,6,7. Course 5,8 and 9 Clinicals grade system is Pass (or) Fail.
 - 3.1 Students must receive a minimum of 70% on course exams to be promoted to the next course.
 - 3.2 Students must receive a PASS from Course 5,8,9.
4. Successful PASS from Provincial HCA Exam is required to obtain HCA Certificate.
5. All grades must be entered into the Student Progress Tracking Report.
6. An official transcript is created and remains in the student file in the HCAA Administration Office.
7. Students have the right to appeal grades as per Administrative Procedure 305.
8. The Director can designate the instructor to assess and approve grades for the class in which they assess, monitor and are responsible for.
9. Graduation Requirement: The following requirements must be met for students to receive the HCAA College Health Care Aide Certificate
 - 10.1 A minimum grade of 70% in courses 1,2,3,4,6 and 7
 - 10.2 A successful PASS in all clinical placement courses, including courses 5,8 and 9
 - 10.3 Attendance during all lab and clinical placements are met according to Health Care Aide provincial standard
 - 10.4 PASS Provincial Exam within the 3 attempts – 60 days as per Policy 18.0 HCA Licensing policies

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