

Assessment Attendance and Completion Policy (RMT Program)

At Rhodes Wellness College, fair and consistent assessment practices are essential to academic success and professional development. As a regulated health-profession program, the Registered Massage Therapy (RMT) Program requires students to demonstrate responsibility, preparedness, and professionalism in all assessment settings.

Students are expected to attend all scheduled assessments and to comply with the conditions under which assessments are administered. This expectation prepares students to be prepared for the three entry-to-practice exams conducted by the College of Complementary Health Professionals of BC (CCHPBC) that any prospective practitioner must pass successfully to become a Registered Massage Therapist (RMT) in B.C.

Assessment Attendance Requirements

- Students are expected to arrive on time and be prepared for all scheduled quizzes, tests, and examinations, whether conducted online or in-person.

Medical and Emergency Absences

- Where a student misses an assessment due to medical reasons or an emergency, the student is expected to notify the Program Manager or designate as soon as reasonably possible.
- The Program Manager or designate may:
 - Seek credible and sufficient documentation to verify the legitimacy of the absence.
 - Emergencies normally include severe circumstances including acts of God (e.g. a flood, etc.), and severe life events. Emergencies normally do not include winter weather conditions (where most colleges are open) or conflicts due to appointments.
- Where medical or emergency documentation is accepted:
 - Grade deductions that would otherwise apply may be waived.
- Documentation must be submitted within a reasonable timeframe (normally within one week) following the student's return to class.
- The Program Manager or Designate will decide if the absence is approved as a medical emergency or an absence.

Pre-Arranged Absences

- Students who are aware of a conflict in advance of a scheduled assessment are expected to notify the Program Manager or designate prior to the assessment start time (minimally 24 hours in advance).

- Where an absence is appropriately pre-arranged:
 - The student may be permitted to complete the assessment at a designated make-up opportunity; and
 - A grade deduction will not normally apply unless the Program Manager or designate decides that the pre-arranged absence was provided unnecessarily too close to the assessment time (e.g. if the student could have provided notification more than 24 hours prior to the assessment date but failed to do so until just before the assessment time);
 - Same-day notifications related to unforeseen logistical challenges may not qualify as pre-arranged absences, unless those challenges are widely published and classed as an emergency (e.g. roads are closed due to a snow storm, etc.).
- Where a student arrives after the scheduled start time of an assessment:
 - The student will be permitted to begin the assessment upon arrival if minimal disruption to other students is possible;
 - Only the remaining time will be provided;
 - No additional time, instructions, or accommodations will be granted.
 - If a student arrives late, they may choose the option to receive the assessment at a later make-up time and take the requisite assessment deduction applied to missed assessments without approved pre-arrangements or without medical or emergency exemptions.

Missed Assessments

- An assessment is considered missed where a student does not complete a scheduled assessment.
- Where an assessment is missed, the student will be required to:
 - Complete the assessment at a designated make-up opportunity determined by the Program Manager or designate; and
 - Accept that a grade deduction may be applied unless the student received prior approval from the Program Manager or designate to miss the assessment (and receive the assessment late or if the student receives a medical exemption)
- Failure to attend a scheduled make-up assessment may result in a grade of zero.

Assessment Conditions and Location

- Assessments and make-up assessments are normally completed under supervised conditions determined by the Program Manager or designate.
- Where assessments are delivered using online platforms:
 - The Program Manager or designate may require that missed assessments or make-up assessments be completed in person at the College to ensure consistency, fairness, and academic integrity.
- Permission to complete an assessment outside of the College environment:

- Is not guaranteed; and
- Will be considered only in rare and exceptional circumstances at the discretion of the Program Manager or designate.

Exceptional Circumstances

In rare and exceptional circumstances, the Program Manager or designate may consider alternate arrangements or exemption from grade deductions. In considering such requests, the Program Manager or designate may:

- Seek credible and sufficient documentation to verify the nature and extent of the student's legitimate need;
- Consider the impact of any proposed arrangement on academic standards, other students, and College staff;
- Consult with College administration to receive input and advice;
- Exercise discretion in determining whether accommodation or exemption is reasonable and appropriate.

Professional Expectations

- Attendance, punctuality, and adherence to assessment requirements are considered components of professional conduct within the RMT Program.
- Repeated failure to meet these expectations may be addressed through professionalism evaluation processes where applicable.

Policy Application

- Where assessment policies are updated or clarified, the Program Manager or designate may implement transitional measures, and/or accommodations that are reasonable at their discretion for a limited amount of time.
- Students who disagree with any application of grades, may utilize the College's Grade Appeal Policy; once this is exhausted, if desired, students are able to seek resolution through the Dispute Resolution Policy.