

TORONTO PREP SCHOOL



ONLINE



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CREDIT GRANTING

Toronto Prep School Online is an affiliation of Blyth Academy Online, an Ontario Ministry inspected private high school. Our MIDENT or BSID is 669675.

PART-TIME STUDENTS

Part-time students are students who are taking any number of Toronto Prep School Online (TPSO) courses but belong to another school. This school would be known as their home school and will hold the student's Ontario Student Record (OSR).

The home school is required to add any credits earned through TPSO to the student's transcript since it is accredited with the Ontario Ministry of Education. Report cards sent by TPSO must be kept in the student's OSR.

FULL-TIME STUDENTS

Full-time students are students taking courses with TPSO and not attending a school anywhere else in Ontario. These students must notify TPSO so we can request their OSR and operate as the home school. Students who have never attended an Ontario school will have an OSR created for them. TPSO will maintain a full-time student's OSR and keep their transcript up to date.

Students in Canada and abroad are able to earn their OSSD completely online through TPSO. In order to obtain an OSSD, students are required to earn a total of 30 credits, complete the Ontario Secondary School Literacy Test (OSSLT), and complete 40 hours of community service.

The following requirements can be completed through TPSO:

Completion of 30 Credits

Toronto Prep School Online offers over 120 courses and continues to develop new ones each month. All compulsory course requirements are offered, with the exception of cooperative education. Please see our full list of course offerings section on our website for more information.

Ontario Secondary School Literacy Test (OSSLT)

Generally, students write the OSSLT in March/April of their grade 10 year. This is a requirement for graduation. Regardless of the grade a student joins in, students must write the OSSLT. The Ontario Ministry of Education administers the test, however; TPSO will arrange for the test to be written in the student's home country for full-time students. Please note, the test date for the OSSLT is fixed year to year and cannot be changed.

Community Service Hours

Students are required to complete 40 hours of community service to earn an OSSD, however; students joining from outside of Ontario can be granted equivalent hours in the equivalency process. Students generally complete 10 hours per academic year; for example, a student joining in grade 11 from outside of Ontario would likely be required to complete only 20 hours instead of 40.

STUDENT RECORDS

For students who have previously attended a school in Ontario, their OSR will be requested from the previous school and TPSO will become their home school. As the home school, TPSO will maintain all of the student's records and ultimately issue the OSSD. Students (or their parents) should make every effort to inform TPSO if they are not attending another school in Ontario as the process to transfer a student's OSR can be lengthy.

For students that have not previously attended a school in Ontario, an OSR will be created for them. TPSO will examine previous reports cards and transcripts for prior high school years and perform an equivalency process whereby Ontario credits can be granted for courses completed outside of Ontario; these credits will count toward the student's 30-credit requirement.

[Ontario Ministry of Education Resources](#)

[What do you need to graduate](#) | [Grade 9 Curriculum](#) | [Grade 10 Curriculum](#)
[Grade 11 Curriculum](#) | [Grade 12 Curriculum](#)

Please note: TPSO does not issue student identification cards.

INTERNATIONAL STUDENTS

Toronto Prep School Online courses are open to international students around the world, however, as TPSO is concerned about, and takes seriously, the integrity of our credits, there is a different reporting process for international students. International students are those who do not hold a Canadian passport or landed immigrant status.

Toronto Prep School Online will not send official report cards and/or transcripts to students' home schools located outside of Canada. Instead, students will receive a confirmation letter indicating the successful/unsuccessful completion of the course, along with the grade. The student's official transcript will be held in the TPSO office for a period of five years. If a student requires an official transcript to be sent to post-secondary institutions for admissions purposes, TPSO will forward the official transcript directly to each post-secondary institution requested. This request must be submitted via the Post-Secondary Transmission Form.

Students will be required to supply the name and address of their home school in their country TPSO will communicate the student's enrolment in the course with the school upon registration.

Students will also need to provide an accurate home address on the registration form. TPSO may cross-reference the student's IP address used to access the course with the address given to ensure the validity of this information.

An initial assessment will be administered in order to determine a student's English language proficiency (oral, reading, and writing) and literacy development upon enrolment. The initial assessment will take place in the form of an online assessment taken from the Ontario Secondary School Literacy Course, and will be proctored by a TPSO staff member via Skype or a similar video conferencing application. This will assess reading comprehension and student writing. A structured interview via Skype (or a similar video conferencing application) will also take place in order to assess oral communication skills (listening and speaking). The initial assessment will be used to make the appropriate programming and placement decisions for the student.

Prior Learning Assessment and Recognition (PLAR) will be completed for students at Blyth Academy's central office by the Vice-President of Academics in regard to credit equivalencies and challenges. The PLAR challenge and equivalency process will assess the knowledge and skills students have acquired prior to joining TPSO both in and out of high school.

Students who do not have an Ontario Education Number (OEN) will be assigned one by TPSO. A valid source document must be provided by the student in order for an OEN to be assigned.

Students who do not have an OSR will have one created for them by TPSO. The OSR will be maintained by TPSO until such a date that the OSR is requested by another Ontario school, or upon its retirement. Students who would like to earn an Ontario Secondary School Diploma will be assessed on a case-by-case basis and will be required to meet all OSSD requirements.

Out Of Province Students

Students attending schools outside of Ontario should contact support@torontoprepschoolonline.com to confirm if and how credits will be transferred.

TEXTBOOKS/EBOOKS

A small number of TPSO courses require the use of an ebook; these are generally for Math and Science courses. Upon enrolment in a course packaged with an ebook, the instructions to access it, along with an ebook code, will be sent to the student via email.

Important to note: ebooks and print textbooks, even of the same title and publisher, do not necessarily follow the same order. For example, the print version of *Principles of Mathematics 9* published by Nelson is different than the *Principles of Mathematics 9* ebook by Nelson. Students trying to follow a course using a print textbook will run into difficulty when trying to locate references from the course. eBooks will be provided to students at no cost, however, the ebook registration expires after one year.

PREREQUISITE DOCUMENTATION

If a student begins a course for which they do not have a prerequisite, they will be unable to continue the course and will not receive a credit. If it is determined the student does not have the correct prerequisite, they will be notified and removed from the course without credit or refund (the opportunity to switch to another course may be offered).

Proof of prerequisites must be sent to support@torontoprepschoolonline.com in the form of a final report card, transcript, or credit counselling summary. Screenshots of Career Cruising, My Blueprint, OUAC, etc., will not be accepted. Prerequisite documentation must clearly show the student's legal name, Ontario Education Number (OEN), course code, and final grade.

To ensure students are not enrolled in courses they will not be able to complete, it is important to provide TPSO with the academic documentation requested as soon as possible. It is the responsibility of the student and their parents to ensure they have the correct prerequisite(s) for the course(s) in which they are enrolling. Visit the course offerings section of our website to confirm required prerequisites. Refunds will not be provided in cases where students do not have the correct prerequisites.

Students will only have access to the first unit of content until their prerequisites have been received and approved. Upon receipt, students will be issued the *Prerequisite Approved* award, which will automatically open up the remaining content for them. Students will also have no access to assignments, quizzes/tests, or discussion forums until the *Prerequisite Approved* award has been issued. Please note, it may take two business days to change the student's role from the time the prerequisite documentation has been received.

If a parent or mature student (a student who is eighteen years of age or older) requests a prerequisite be waived, the Principal will determine whether or not the prerequisite should be waived. The Principal may also initiate consideration of whether a prerequisite should be waived. The Principal will make a decision in consultation with the parent or the mature student and appropriate school staff. If the Principal waives a prerequisite because it is in the best academic interest of the student, it will be documented in the student's Ontario Student Record.

Students are also required to submit a valid piece of government issued photo identification or student identification (showing the student's face) upon enrolment. Students who fail to submit identification within two weeks of registration may have their enrolment suspended.

INDIVIDUAL EDUCATION PLANS (IEPS)

Toronto Prep School Online will implement as many accommodations as possible indicated in a student's Individual Education Plan (IEP) or any similar document (psycho-educational report, student support plan, etc.). In order to provide such accommodations, students must submit a valid IEP to TPSO upon enrolling in the course. Students who complete assessments prior to supplying their IEP may not have the opportunity to re-attempt them, so it is crucial this information is provided as early as possible.

Students attending Toronto Prep School will still be required to submit their IEP to TPSO, regardless of whether or not this has already been given to the campus. This is due to the fact that TPSO operates independently from Toronto Prep School; IEP information, as well as prerequisite documentation, is not automatically shared between schools.

Accommodations are usually in the form of extra time for quizzes, tests, and the final exam. IEPs that generally state "extra time" will result in the student receiving 1.5 the amount of time. For example, a two hour exam would be three hours in this case. Students will only be given double the amount of time if the IEP explicitly states so.

Other accommodations may include providing alternate submission options and reducing the workload; this must be explicitly outlined in the IEP. Any other accommodations will be considered on a case-by-case basis and will need to be verified by an official medical note.

Students and/or parents should contact the guidance department to discuss the accommodations that they need prior to starting the course to ensure that online learning is right for them. Please note that some accommodations might not be applicable/possible given the nature of an online course, for example, extended time to complete assignments, use of a word processor on tests, etc.

COURSE START/DURATION

Generally, students will receive a welcome email within two business days of registering for their course. This email contains login instructions to access their online course. Once logged in, students are free to start immediately. Students must read all pages in the introduction unit in detail for vital information on how their course works.

Students have six months to complete their course from the date of registration. The student's enrolment automatically expires at this time and the student will lose access to the course. Students have 30 days from the expiration date to purchase an extension before the course is considered dropped.

A six month extension can be purchased for \$175. Extensions are issued based on the original expiration date, rather than the date payment is received. To purchase an extension, please log into the Online Application Portal. Select Payment then Extension Fee then follow the payment instructions.

Once a course has been expired for one month (seven months from the registration date), the course will be considered dropped and the student will be unable to purchase an extension or request a transfer. Students will need to repurchase the full course if they wish to start the course again. Courses cannot be extended beyond six additional months, therefore, the maximum amount of time a student can remain in a course is one year. If a student extends their course by one year, they will be automatically removed at the end of the full year period and will not be able to extend the course again or be reinstated; the course will be considered dropped.

Average course completion times vary from student to student. The time it takes to finish one online course depends on the student's comfort level with the subject as well as the amount of time they have each day to work on it. Each course is designed to be 110 hours of instruction, just like any course in a bricks-and-mortar school.

Students are free to work through their courses as quickly as they like, provided they complete all of the course requirements. There are no due dates in the course other than the six month course duration.

Students will lose access to courses one-to-two weeks following completion of the final exam. If access is needed beyond this, it must be requested by emailing support@torontoprepschoolonline.com.

TEACHER CONTACT

Toronto Prep School Online teachers are available to students via the online platform. There is a built-in communication tool within the learning environment students must use; students and teachers should not communicate via external email addresses. Any emails sent to teachers externally may not be received and could result in miscommunication.

Students can easily identify their teacher in a few different ways: there is a teacher welcome video on the main course page; students can enter the course by clicking on the course title on their dashboard. There is also a page called Teacher's Welcome under the Welcome to Your Course submodule within the course introduction unit with more information about the teacher.

Students are welcome to send internal communications to their teacher at any time, however, the teacher will respond within 24 hours. During peak times and/or holidays, teachers may take slightly longer to respond. If students are in need of an immediate response regarding course content, it is recommended they check some of the discussion forums built into the course, as it is likely their question has been publicly posted and answered previously. Students experiencing a lack of teacher response should contact support@torontoprepschoolonline.com to report the issue.

Students will contact their teacher via the email tool built into the site. This is an internal tool only, meaning it will only work inside the system and cannot communicate with email addresses outside of it. This can be accessed by clicking on the Email icon in the menu bar (top right corner).

To compose a new email, perform the following steps:

- Click Compose
- Click Address Book
- Scroll until you see your teacher (or use the search function)
- Tick the box next to the teacher and click the blue *To* just above where your selection
- This will populate the teacher's email address (note: it will be an @tpsonline.brightspace.com address) in the *To* field
- Click *Add Recipients* in blue
- Compose your message in the body of the email
- Hit *Send*

Students can also email their teacher by clicking on Classlist and then clicking on the teacher's name. Students can click the teacher's name almost anywhere it appears and instantly compose a new email.

Teachers also hold one office hour per week. During this time, students can count on their teacher being online. Students are able to book appointments during this time to meet with the teacher via video conference. These appointments are scheduled on a first-come, first-served basis, so students should schedule appointments with teachers well in advance to ensure availability. These appointments are scheduled directly with the teacher through the internal communication tool. We recommend students utilize the office hours when they have numerous questions or need in-depth assistance. If a student is sending a multitude of questions to the teacher, they may recommend meeting during office hours.

Please note: teachers work remotely and are not located on-site in the main TPSO office. Teachers will not connect with students by phone; all communication should be performed online via the learning management system (Brightspace).

Teachers will also grade work submitted to the course and leave detailed feedback. This feedback is found directly within the assignment or quiz. In some cases, teachers may send additional feedback via the course communication tool. Teachers will return graded work with feedback within two days, however, during peak times and/or holidays, this could take an additional one-to-two days. If a student is in need of feedback more quickly or needs the work to be graded in order to complete the course by a deadline, this should be arranged directly with the teacher. Teachers may or may not be able to accommodate this special request, depending on their current workload.

Once the final exam is written, teachers have five days to finish grading all of the course work and submit the final grade to the TPSO office. In cases where students submit a large portion of work right before writing the final exam, this time could be longer.

LOGIN/ACTIVITY EXPECTATIONS

ATTENDANCE/LOGINS

Students are expected to complete their course within six months of registration, but are free to work at a faster pace. Students should log in regularly* depending on their completion plans. It is recommended all students log into their course at least once every five days to ensure important announcements are not missed.

Full-time students are expected to log into course(s) daily, excluding non-school days (weekends, holidays, etc.). A single school day where a student has not logged in is considered an absence. Please note: TPSO is required to report any full-time students under the age of 18 who have been absent for 15 consecutive school days to the Ontario Ministry of Education. Students are considered full-time if TPSO is the holder of their OSR and the student is not attending a day school in Ontario.

Part-time students are not expected to log in daily, but should not go more than five school days without logging in.

**Students should communicate their planned completion time with their teacher at the beginning of the course. The teacher will use their judgment in determining what constitutes regular activity based on that completion timeline.*

HOURS SPENT ON ACTIVITIES

All TPSO credit courses, with the exception of half credits, are designed to be 110 hours of planned instruction. Unit within the course is given an hour value and all units combined add up to 110 hours. Students are expected to come close to the planned hours of instruction timing within reason. Activity completion time will vary depending on the student's comfort level with that particular subject matter.

STUDENT LEARNING LOGS

In order to help students self-monitor progress, interaction, assessment, and achievement, they will complete and submit learning logs at two points in each course. Work completed outside of the course, such as research, preparation, studying, etc. is not counted in the planned 110 hours. Students should complete the learning logs on a regular basis, relative to their desired time to be spent in the course.

For example, students hoping to finish the course within 12 weeks should fill out learning logs every two weeks, whereas a student aiming to finish in 24 weeks should fill them out every four weeks. Students are free to utilize the learning logs more frequently but should aim for a total number of at least six entries. Students will submit their learning logs to the course at two points: at midterm and at the end of the course. They will upload the document to the "Learning Logs Dropbox". Learning logs are optional, however, it is highly recommended that students use them.

TIMELINES FOR COMPLETION

Course completion time varies greatly depending on a number of factors, including reading speed, comfort level with online learning tools, understanding of the subject matter, and more. Generally, students studying online full-time are focusing on one course at a time should complete a course within four-six weeks. Part-time students with full course loads take 12-16 weeks on average to complete a course, but may take longer.

Students are welcome to complete courses in a shorter time-frame, but must complete all required components of the course. Courses have been designed in a manner where students who complete all course components will generally meet or exceed 110 hours of planned instruction.

PACING TOOL

Toronto Prep School Online recommends that students make a plan to complete their course(s) using the custom built Pacing Tool within their course. The Pacing Tool allows students to enter a desired completion date and then generates a number of suggested (unenforced) due dates for the required items in their course based on the date they are using the tool. These are not true “due dates” in that they are not enforced by TPS Online, however, they serve as a basic benchmarking tool to help students plan out their time and understand what will be required of them in order to finish the course according to their schedule.

Toronto Prep School Online also recommends that students share this plan with parents and teachers to keep all informed of their completion goals. While the responsibility to stay on pace is still the responsibility of the student, clear communication about these plans will help them achieve their goals.

COURSE UPDATES

In order to ensure and maintain the highest quality of course design, TPSO will periodically update course outlines/syllabi, gradebook weightings, lessons, assessments, rubrics, etc. Due to the asynchronous nature of the program, these changes may be made during a student’s journey through a course. The overall learning outcomes and curriculum expectations will not be impacted by such changes; these changes will often be very minor.

Students will be notified within their course of any such changes. Students are subject to the latest course updates.

ACADEMIC INTEGRITY POLICY

In the event of incidents of academic dishonesty, the student and Principal will be notified of the occurrence, of the consequence, and of the potential consequences of subsequent incidents. The following is a list of academic violations along with their respective consequences:

IMPROPER CITATION

The student fails to utilize a citation method in the piece. Teachers will generally specify which citation method is required, however, should this guidance not be given, students are expected to follow either MLA, CMS, or APA formatting.

Grades 9 and 10

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: A warning and an opportunity to redo the piece.

Grades 11 and 12

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75%.

UNACCREDITED PARAPHRASING

The student uses an idea (in different wording) from a source and portrays it as their own without a citation. To be safe, students should use a citation when in doubt.

Grades 9 and 10

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75%.

Grades 11 and 12

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%.

UNACCREDITED VERBATIM

The student uses an idea that is word-for-word from a source and portrays it as their own without a citation.

Grades 9 and 10

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%.

Grades 11 and 12

First Instance: An opportunity to redo the piece to a maximum grade of 50%.

Subsequent Instance: A grade of zero. No opportunity to resubmit.

FULL PLAGIARISM

The student uses a piece written by someone else and attempts to pass it off as their own work.

Grades 9 and 10

First Instance: A grade of zero. No opportunity to resubmit.

Subsequent Instance: A grade of zero. No opportunity to resubmit.

Grades 11 and 12

First Instance: A grade of zero. No opportunity to resubmit.

Subsequent Instance: A grade of zero. No opportunity to resubmit. Student may be removed from course.

VIRTUAL CLASSROOM EVALUATION

Each course contains a Virtual Classroom Evaluation at the mid-point of the course. This evaluation is mandatory in order for students to earn their course credit. Students' level of understanding of the course material (based on their current grade) will be compared to the student's ability to demonstrate their understanding during the Virtual Classroom Evaluation. Should there be a severe discrepancy, teachers may assign a grade of zero on the evaluation. Students will have 5 days to appeal the grade, at which point they will be given an opportunity to prove their understanding via a second Virtual Classroom Evaluation. The second attempt will be graded to a maximum grade to be determined by the teacher based on the scenario (i.e. a maximum grade of 75%). Teachers also reserve the right to adjust the weighting of the final exam to 30% should there be academic integrity concerns in order to reflect a more authentic final grade.

All assignments, quizzes, tests, etc. in the units after the Virtual Classroom (second half of the course) will be hidden until the Virtual Classroom has been completed. Students will have access to the course content (lessons) for the remainder of the course, but will not be able to submit any assessments. It is extremely important that students complete the Virtual Classroom before moving on to the second half of the course.

If students would like to know how many assessments are in the course in total before they are visible, they can find this information by looking at the Grades section of their course or by clicking Content > Introduction Unit > Welcome to Your Course > Overall Expectations and Assessments Breakdown.

To book the Virtual Classroom Evaluation, students must email their teacher with their preferred time and availability. They should schedule the meeting at least one week in advance, preferably during the teacher's office hours.

ASSIGNMENT RESUBMISSIONS

Toronto Prep School Online allows the re-submission of assignments under certain circumstances, however, the decision to do so rests on the teacher's professional judgment. Typically, students will be most interested in the re-submission of weighted assignments, however, the policy below pertains to non-weighted assignments as well.

In general, teachers will only allow assignment re-submissions from students who have completed all of the non-weighted (assessment for and as learning) items leading up to the assignment in question. The purpose of the non-weighted items is to give students the opportunity to get feedback on various pieces and apply this to the submission of the weighted assignment. Students are strongly encouraged to complete all of the non-weighted work in their course in addition to the weighted work; this is essential to their learning and success in the course.

If a student requests the opportunity to re-submit a weighted assignment, teachers will deny this request if the student has not completed the prior work. Students will be asked to go back and complete the non-weighted pieces leading up to the assignment in question, pay close attention to the feedback given on these items, then re-submit the weighted piece. Students will need to leave time after the submission of the non-weighted item(s) before attempting the weighted one in order to allow the teacher to grade it and give feedback; the maximum turnaround time for this should be four days.

Weighted quizzes, tests, and the final exam are not eligible for re-submission or second opportunities.

Teachers will generally allow three-to-four re-submissions throughout the duration of the course, however, such scenarios will be dealt with on a case-by-case basis depending on the teacher's professional judgment and the student's unique situation. Students will only be permitted to re-submit an assignment once (pending approval); multiple re-submissions are not allowed.

QUIZZES, TESTS, AND EXAMS

Students must write quizzes, tests, and exams alone without the assistance of friends, parents, tutors, or any other person. Students are not to access any outside material, including coursework and/or notes with the exception of formula sheets in certain assessments where it has been indicated as permitted by the teacher and in the assessment details. Students with an Individual Education Plan (IEP) or similar documents may be permitted to utilize outside material upon approval from the TPSO office.

Students that copy information from their course, their notes, or any other source and present them as their own answers will be given a grade of zero on the entire assessment. Answers that are very similar to those given in the course content will be investigated to determine whether they could be committed to memory or not within reason.

Any violation of the aforementioned is considered a serious academic offence and a grade of zero will be applied to the entire assessment and students may be removed from the course without credit.

Completion of the final exam is a requirement for earning the credit for a course at TPSO. Exams must be proctored (supervised). Students with health concerns or concussions will still be required to write their final exams, however, accommodations will be made to assist them. Please contact the TPSO office at support@torontoprepschoolonline.com to discuss further as these scenarios are handled on a case-by-case basis.

A student's performance on the final exam will be compared to their overall performance in the course. If there is a major discrepancy between coursework and the final exam performance, TPSO reserves the right to investigate the situation, which may or may not include re-writing of unit tests, re-submission of assignments, and a web conference discussion surrounding the contents of the final exam.

Toronto Prep School Online also reserves the right to remove students from a course without earning a credit in cases where severe levels of academic dishonesty have been found.

Students will be required to answer questions on quizzes, tests, and exams via the video note feature built into the system. For all video submissions, students must make their face visible in order for teachers to adequately identify them. If students refuse to show their face in the video, this will be considered academic dishonesty and the student will be penalized or may be removed from the course without credit.

MANDATORY VIDEO ASSESSMENTS

Many courses have mandatory video assessments. These are sometimes called Virtual Classroom Evaluation, Midterm Oral Exam, or something similar depending on the course. Whether these are weighted or not, they are a requirement for completion of the course. Students will not be permitted to write their final exams until all mandatory video assessments have been completed to the teacher's satisfaction.

There are also questions on quizzes and tests which require students to answer via video note. Students must appear on camera when responding to these questions and their face must be visible. Failure to answer these questions appropriately will result in a zero on these questions. If this is a continuous issue, students may be removed from their course.

Toronto Prep School Online will also compare a student's prerequisite grade to their current course grade to monitor any inconsistencies. TPSO reserves the right to investigate a student's course should there be a significant discrepancy between the current grade and prerequisite grade, as well as any discrepancy between submitted written work and work obtained via video.

In the event that the academic integrity policy is violated, a student's grade may be calculated and reported as a combination of the authentic assessments collected, as deemed appropriate in the professional judgement of the teacher, principal, and head of department.

EXAM PROCTORING

WRITING THE FINAL EXAM

Students need to have finished and submitted all coursework before taking the final exam. Once all required work has been submitted, the final exam will become visible to students (within the Quizzes section of the course) and they will be able to launch it. There is only one attempt permitted for the final exam, so students should not open it until they are ready to sit the entire exam. The exam is not password protected and thus the student does not need to schedule it in advance; students simply open up the exam and complete it when they are ready.

Exams are proctored online via the built-in proctoring software, Integrity Advocate. Integrity Advocate will perform a brief, five minute authentication session with the student to verify their identity; students will need to provide government-issued photo identification at this stage. Once the authentication process has completed, students will be able to start their exam. Students will have the opportunity to test out the authentication process in a practice quiz within their course prior to the final exam to ensure they are comfortable with the process.

Once the exam is written, any outstanding/blank coursework that was submitted will be given a grade of zero. It is the student's responsibility to ensure they have appropriately submitted all coursework before writing the final exam.

Further information regarding Integrity Advocate can be found at integrityadvocate.com

Students should email support@torontoprepschoolonline.com with questions surrounding the exam process.

EXAM FEES

There is a \$30 fee for the final exam to be formally proctored. The \$30 exam fee will be charged to all students upon their initial registration.

REFUNDS

If a student drops a course prior to writing their final exam, Toronto Prep School Online will refund the \$30 exam fee. Students must submit the Drop Request Form found within Brightspace to formally drop their course. If a student's course expires and Toronto Prep School Online is not notified of a drop request via the Drop Request Form prior to expiration, the exam fee will not be refunded. It is extremely important that students be aware of the expiration dates (six months from the day they registered) and keep the Toronto Prep School Online office informed of any intent to drop or extend their course.

REPORT CARDS, TRANSCRIPTS, AND HOME SCHOOLS

Toronto Prep School Online will produce an official report card once students have reached the midterm and final points of their course(s). Should the student have any specific questions in regards to achieving the midterm point of their course, they must contact their teacher. An official hard copy of the final reports will be mailed to the student's day school or anywhere else (such as a university or college), where they will reside in the OSR. The day school will then be responsible for updating the Ontario Student Transcript to reflect the course completion once the final report card has been obtained.

An official digital copy of the report card will be emailed to the student. If the student requires an electronic copy of a report card to be sent to themselves or to their day school, this request must be sent to support@torontoprepschoolonline.com. A midterm and final report card will only be released if a student has provided appropriate prerequisite evidence for their course. If prerequisite evidence has not been provided, reports will be held and the credit will not be issued.

Once the teacher has submitted a midterm or final report card to the office, it will be generated and processed by our Records Team within two business days. Documents to home schools will be mailed by standard mail via Canada Post. Students must anticipate that the mailing time may take up to one to two weeks. If a document is required sooner than the suggested Canada Post timeframe, students are welcome to schedule an overnight courier via Purolator at their own expense. When scheduled via Purolator, the expense generally ranges from \$30.00 - \$40.00. For instructions on how to schedule the courier, the student must reach out to support@torontoprepschoolonline.com. The courier must only be scheduled once the report card is prepared and ready to be mailed out. If scheduled sooner, the pickup time may be missed and the student will not be reimbursed by Toronto Prep School Online.

For any Grade 11 or 12 student applying to post-secondary institutions, the Post-Secondary Transmission Form should be submitted upon enrolment to the course, or at their utmost earliest convenience. At the time of enrolment, midterm, and final, TPSO will communicate to the desired universities and colleges, or OUAC/OCAS, granted the request form was submitted. Please note: for OUAC 101 applicants, TPSO will generally only send the course updates to OUAC via email. If the desired post-secondary institution is requesting an official report be mailed directly to them (i.e. Ryerson University), the student must include that information on Section C of the Post-Secondary Transmission Form. Upon releasing the midterm or final report card to the student's current day school and home address, TPSO will also send out a report to the requested post-secondary institutions for those who have completed and submitted the Post-Secondary Transmission Form.

Transcripts are often confused with report cards. A transcript is a document outlining a student's permanent academic record, illustrating all courses taken in high school along with the grades received and any certificate conferred. A report card is a document outlining the course completed, the grade, the learning skills, and the comment from the teacher. Only the home school of a student can generate a transcript. A student who is not full-time with TPSO cannot request a transcript from TPSO. For students who are full-time with TPSO, an Ontario Student Transcript (OST) can be generated. In general, transcripts are only needed when applying to post-secondary institutions.

Please note: TPSO will not send official report cards and/or transcripts to students' home schools located outside of Canada. Instead, students will receive a confirmation letter indicating the successful/unsuccessful completion of the course, along with the grade.

The student's official transcript will be held in the TPSO office for a period of five years. If a student requires an official transcript to be sent to post-secondary institutions for admissions purposes, TPSO will forward the official transcript directly to each post-secondary institution requested. This request must be submitted via the Post-Secondary Transmission Form.

For more details, see [Accreditation Information > International Students](#) in this document.

OUAC - ONTARIO UNIVERSITY APPLICATION

The process for sending grades to the [Ontario University Application Centre \(OUAC\)](#) is different for certain types of students. Please note: the majority of students are known as 101 applicants, however, some students are known as 105 applicants. Please [click here](#) to learn more about the differences between 101 and 105 applicants.

For 101 and 105 applicants, students will need to communicate their university application information to TPSO by submitting the Post-Secondary Transmission Form. This form can be found by going into your course, then clicking *Useful Links > Post-Secondary Transmission Form*. This form is also linked in many other places on our site.

Student information will not be sent to OUAC or any university unless this form has been submitted to support@torontoprepschoolonline.com.

101 APPLICANTS

Generally, students attending a physical high school who have yet to graduate are considered 101 applicants.

An OUAC number is composed of 10 digits beginning with the current school year, followed by six digits. For example, for the 2018-19 school year, the OUAC number would be in the following format: 2019-012345. Each student has a unique OUAC number. In most cases, if the first digit after 2019- is a zero, the student is a 101 applicant.

Students' home school guidance counsellors are responsible for registering them for OUAC in their grade 12 year. Toward the end of November, students will receive their Application Access Code Letter from their school, which includes their PIN. The PIN allows students to set up their OUAC profile, but is not actually their OUAC reference number. The OUAC reference number is given to the student by OUAC once the student has selected and applied to their university programs and paid the application fees. Once completed, students will receive a reference number in the following format: 2019-012345.

Students attending TPSO full-time should contact the Guidance department for information regarding their OUAC account.

As the school year progresses, there are a number of submission deadlines students must meet. These deadlines for receipt of grades is set by OUAC but TPSO sets its own deadlines in order to ensure adequate processing time for grades. The updated list of those dates and deadlines is located [here](#).

Toronto Prep School Online can only report three stages within a student's course. This will only be communicated once prerequisite evidence has been provided. When a student is enrolled, the registration is sent to OUAC whereby the course code is listed with a 'C' for 'Current' (provided the OUAC reference number has been sent in). This tells the universities the student is currently taking this course.

Once the student reaches the midterm point in the course (this point is clearly laid out within the online course breakdown) and the midterm report has been issued, TPSO will send the updated midterm grade to OUAC. The course will then be assigned an 'M' for midterm, along with the midterm grade. Please note: midterm grades are NOT collected by OUAC for first semester courses (this means they will not accept midterm grades until late-January). Once the final exam and all required course components have been completed and the final report has been issued, TPSO will send the updated final grade to OUAC. The course will then be assigned an 'F' for final, along with the final grade.

Students may also see a 'P' listed next to the course they are taking with TPSO; this indicates the course was completed at a private school. This has no bearing on how the course is treated by university admissions departments.

Please note: OUAC can take as long as 10 business days to upload a grade once it has been sent to them, so it is vital students pay attention to the deadlines set out by TPSO in order to allow for enough processing time. If students miss these deadlines, TPSO will continue to send in grades daily, however, there is no guarantee they will be showing by the university/OUAC target dates. This could result in the student being passed over for an admission offer.

Generally, there is an application deadline in mid-January. Following that, the first target date to receive grades will be mid-February. At this stage, universities will be looking at student OUAC profiles, expecting to see final grades for semester one courses, or midterm grades for full-year courses. Since TPSO courses are neither semestered nor full-year, OUAC generally sees them as semestered. At this point in the year, students who are in a two-semester school will have three final grades for grade 12 U/M level courses. Students in full-year school will have six midterm grades for grade 12 U/M level courses. Depending on the student's school structure, they may need to aim to be finished their course or just at midterm by this collection period.

In order to guarantee the student's grade is showing by this deadline, TPSO requires students to complete coursework three-to-four weeks prior to this deadline. For example, in the 2019-20 school year, the deadline for universities to see semester one final grades is February 13. TPSO requires students to complete courses by January 17 to have final grades included for this collection period. TPSO's deadlines are earlier due to slow processing times in the OUAC office. At peak times, it can take OUAC 10 business days or more to upload grades that have been sent in. The only way to upload grades directly to OUAC in real-time is to have the student's home school guidance counsellor upload them directly; TPSO does not have direct access to student profiles, unless the student is a full-time Blyth Academy student. Many home schools are not willing to upload TPSO grades directly for students, however, it is recommended students ask, as this gives them a significant amount of extra time to complete their course.

By mid-January, all students should have their OUAC reference numbers and provided them to TPSO via the Post-Secondary Transmission Form. It is recommended students check their online OUAC profiles to ensure the course(s) they are enrolled in are showing as current enrolments. From time to time, OUAC makes errors and accidentally removes courses added by TPSO, so it is wise for students to check their OUAC profiles frequently.

Note: it is important for students to check their OUAC profiles regularly to ensure the courses they are enrolled in are showing – particularly during the month of February. TPSO is able to send enrolment and final grades to OUAC at any given time, however, the guidelines are different for midterm grades. TPSO is not able to send semester one midterm grades to OUAC prior to the end of January. In the early weeks of February each year, OUAC will remove courses without a midterm or final grade from OUAC profiles if a grade has yet to be posted. If a student's OUAC profile shows they are currently enrolled in a course, rather than showing a midterm or final grade, this course will likely be removed from the student's profile in mid-February. This is a regular occurrence that happens year after year; students are encouraged not to panic in this situation. If students notice there are courses missing from their OUAC profile, they should contact support@torontoprepschoolonline.com and their enrolment information will be re-sent to OUAC immediately.

By late April, universities are expecting to see semester two midterm grades on student profiles. Generally, this is the time of year when universities send out the majority of their admissions offers. The majority of students are in two-semester schools, therefore, they will generally have three final grades and three midterm grades at this point in the year for grade 12 U/M level courses. Students should note they will likely not receive an offer of admission if they do not have ENG4U at least listed as a current course at this time. A grade 12 English course is a requirement for earning the OSSD, so universities will assume students who are not at least enrolled in this course will not be graduating, which is a requirement to enter university. Similarly, students who are applying to programs with specific course requirements should also ensure these courses are listed as current by this time of year. For example, the University of Waterloo may require SPH4U and MHF4U for a particular program; they will not offer admission to any student who is not at least enrolled in these courses.

In mid-July, universities are expecting to see all remaining final grades. At this point in the year, most students will have 6 final grades for their grade 12 U/M level courses. If students have already been offered admission prior to this date, they may not be required to meet this deadline. The conditions for admission vary from university to university, so students should read their offer of admission carefully and adhere to any deadlines given from their university. Dates and deadlines given by the university directly generally override any dates listed by OUAC.

Students should note that their graduation status needs to be updated on OUAC as part of the admission requirements for university; this can only be updated by the student's home school or school board. This can be problematic for students who complete courses required for graduation once their home school has closed for the summer. TPSO will send the final grade for these courses to OUAC where they will be posted. The report card will also be mailed to the student's home school, however, if they are closed for the summer, they will not be able to process it and update the student's graduation status until they open again in late August. Many university admission offers require that the graduation status is updated on OUAC well before the end of August, so it is the student's responsibility to contact their home school or school board in order to facilitate this process.

105 APPLICANTS

Generally, students who are not attending a physical high school or have already graduated are 105 applicants. Their OUAC number will look like this: 2020-123456. In most cases, if the first digit after 2020- is a 1, the student is a 105 applicant.

105 applicants are treated differently than 101s. For 105s, universities require report cards and transcripts to be sent directly to them. 105 applicants will still need to register, apply to their selected universities, and pay the application fees on OUAC. Students should register as a 105 applicant at the beginning of the school year and communicate their OUAC reference number and the information for their selected universities to TPSO via the Post-Secondary Transmission Form as soon as the OUAC application has been completed.

When students first apply, each university will need a copy of the student's transcript. A transcript, not to be confused with a report card, shows all credits completed by a student since grade 9. This can only be issued by the student's home school. Students should contact the school they last attended full-time and have an official transcript sent to each university they have applied to. **Note:** universities will only accept transcripts and report cards directly from the issuing institution(s).

Throughout the year, TPSO will send updates to each university regarding the student's enrolment in a new course, their midterm report, and their final report. Generally, 105s should follow the same target dates as 101s, as outlined under the OUAC section of our website.

Universities may communicate different deadlines to 105 applicants; in these cases, students should adhere to those deadlines rather than those listed by OUAC. Students should keep in mind that to meet a final grade deadline, they should write their final exam at least 10 days prior to that date to allow for marking, processing, and postage time.

Report cards are sent via standard mail, however, students can arrange for them to be couriered overnight at their own expense via Purolator. Please contact the TPSO office for those details.

For students who have transcripts from a school other than TPSO, the universities will look at their transcript from their last school in conjunction with the report card(s) from TPSO. In some cases, home schools are willing to accept these report cards, add them to the transcript, and then send an updated version of the transcript. However, most schools are not willing to add any courses to a student's transcript once they have graduated.

ONTARIO COLLEGE APPLICATION SERVICE

Students should apply via the [OCAS website](#). Once students have obtained their OCAS applicant number (found in the following format: 20-123-4567), they must submit this information via the Post-Secondary Transmission Form. This form can be found by going into your course, then clicking *Useful Links > Post-Secondary Transmission Form*. This form is also linked in many other places on our site. Student information will not be sent unless this form has been submitted to support@torontoprepschoolonline.com.

In addition to submitting the Post-Secondary Transmission Form, students must make the following changes to their OCAS profile in order to grant TPSO access to their OCAS portal:

Under the Education tab, the student must indicate they are currently enrolled in a TPSO course. Under the Basis of Admission tab, the student must indicate they are currently in a high school course.

Toronto Prep School Online will not be able to access the student account until the above steps have been completed. Once the above has been completed and a report has been submitted to the TPSO office, the student's OCAS Portal will be updated within two business days.

There are no general deadlines for OCAS, rather, each individual college lists its own. Students are responsible for ensuring they are aware of the different deadlines at each college they have applied to.

REFUNDS, CREDITS, AND TRANSFERS

Course fees are non-refundable under any circumstance.

Students who would like to drop an online course must submit the Drop Course Request form found within the online environment. Students who drop the course within 30 days of registration and have not accessed or completed any activities in the course may be eligible to transfer into another TPSO course at no charge. This must be requested via email to support@torontoprepschoolonline.com within 30 days of registration; any differences in price must be paid by the student.

Students who request a transfer after 30 days of registration will be charged an administrative fee of \$150.00 whether they have accessed the course or not. Students are not able to transfer courses after 90 days from their registration date; at this point, students only have the option to continue the course or drop it.

To pay the course transfer fee, please log into the Online Application Portal. Select Payment then Transfer Fee then follow the payment instructions.

Transfers and credits must be submitted in writing prior to the student reaching the midterm point in the course. Students are not able to transfer or receive credit for a course if the midterm point has been met. At this point, students only have the option of dropping or continuing the course.

Since all TPSO courses expire six months from registration, students who transfer to another online course will carry over the same expiration date, i.e. the expiration clock will start from the date of the original registration rather than the date of the transfer.

WITHDRAWALS

In Grades 11 and 12, all attempts, withdrawals, and repeats of courses are recorded on the Ontario Student Transcript (OST).

If students in Grade 11 or 12 courses withdraw within five instructional days* following the issuing of the midterm report card, the withdrawal is not recorded on the OST.

If a student withdraws after five instructional days following the issuing of the midterm report card, the withdrawal is recorded on the OST by entering a "W" in the "Credit" column.. The percentage grade at the time of the withdrawal is recorded in the "Grade" column.

Withdrawal from Grade 9 or 10 courses is not recorded on the OST.

**An instructional day is considered any day, Monday-Friday, while the student is enrolled in the course regardless of whether they log in or not. This includes the summer as well.*

HARDWARE/SOFTWARE REQUIREMENTS

Students should have the following minimum requirements to participate in TPSO programs:

Hardware

- A PC running Windows XP or higher or
- A Mac running OS X or
- A Chromebook running Chrome OS
- 2GB of RAM
- High speed internet connection
- A sound card with speakers or headphones
- A functional webcam and microphone

In some cases, a scanner or phone/camera may be required to submit handwritten assignments.

Software

- Adobe Reader
- Adobe Shockwave
- Adobe Flash Player
- Java
- A typical Office Suite including a word processor application, equation editor and spreadsheets (Google Docs will also suffice)

Browser

- Mozilla Firefox 4 or higher or
- Internet Explorer 7 or higher or
- Safari 5 or higher or
- Google Chrome 11 or higher