

Frequently Asked Questions for Correspondence Courses (FAQ's)

Registration

1. *How many Correspondence courses can I register for?* Maximum of two (2) courses at a time.
2. *How long do I have to complete the course(s)?* You have one year from the date of payment. Please note: Colleges and Universities have deadline for mark submission. Please verify the dates and plan accordingly.
3. *How do I drop my course?* Please consult with a guidance counsellor for pathway planning information and academic changes. If you no longer need the course, please email laura.cleasby@wcdsb.ca

Getting Started

4. *How soon do I get my login?* Your login will be emailed to you within 2-3 business days – longer if this is your first Ontario credit. An email will be sent to the email address you have provided. Please check your spam/junk/clutter folders. If not received, email laura.cleasby@wcdsb.ca
5. *What if I can't login?* Email the Administrative Assistant laura.cleasby@wcdsb.ca
6. *What is the website for the courses?* The starting point is: <http://www.wcdsb.ca/students/>. If you are still having issues, please email the Administrative Assistant laura.cleasby@wcdsb.ca

Course Work

7. *How do I contact my marker?* You can contact your marker, using your personal email. Your marker's school board email can be found on your course home page in D2L and in the email you received with your login information.
8. *How many lessons may I submit per week?* You may submit two lessons per week. Please always review your marker's feedback.
9. *How do I know if my lesson is marked?* Once you have submitted your assignment your mark will be posted within 5 business days. In D2L click on the "Grades" icon and see your marks and feedback. Submit only completed work to prevent a delay in marking.
10. *How are the course(s) graded?* Most courses are graded with a 70/30 split: 70% lessons and 30% summative(s).
11. *May I redo lessons where the mark is below 50%?* No, unless noted in the feedback to resubmit by the marker.

Exams

12. *When do I book my midterm or final exam?* When required lessons are completed, submitted, marked, and you have received permission from your marker, then you may arrange to write your midterm/final exam.
13. *How do I book my midterm/final exam?* Please contact your marker for your midterm/final exam, and exam instruction will be provided.

14. *May I redo an exam if the mark is below 50%?* Students are allowed one redo of an exam. Since course work is completed out of school, you must PASS your exam(s) with a minimum of 50% in order to achieve your credit.

Results

15. *Do I get a report card?* Report cards can be received upon request. Please allow up to 5 business days after results are received from your marker. Email laura.cleasby@wcdsb.ca to make your request.

16. *May I get my midterm or final grade sent to OCAS or OUAC?* With consent, grades can be sent to the post-secondary application centres from St. Louis. A student is responsible for informing Guidance when they have applied to OCAS or OUAC. The links can be found on the student portal.

Academic Integrity

17. *What are the rules on PLAGIARISM?* Plagiarism is a form of academic dishonesty and will not be tolerated. Plagiarism includes, but is not limited to, cut and pasting from internet sources and copying from any student's lessons. The marker who suspects or identifies plagiarism will assign a mark of zero for that lesson. The marker will then report the plagiarism to the Correspondence Administrator. Continued plagiarism can result in the removal from the course/program. Sharing course work with others will have equal consequences.