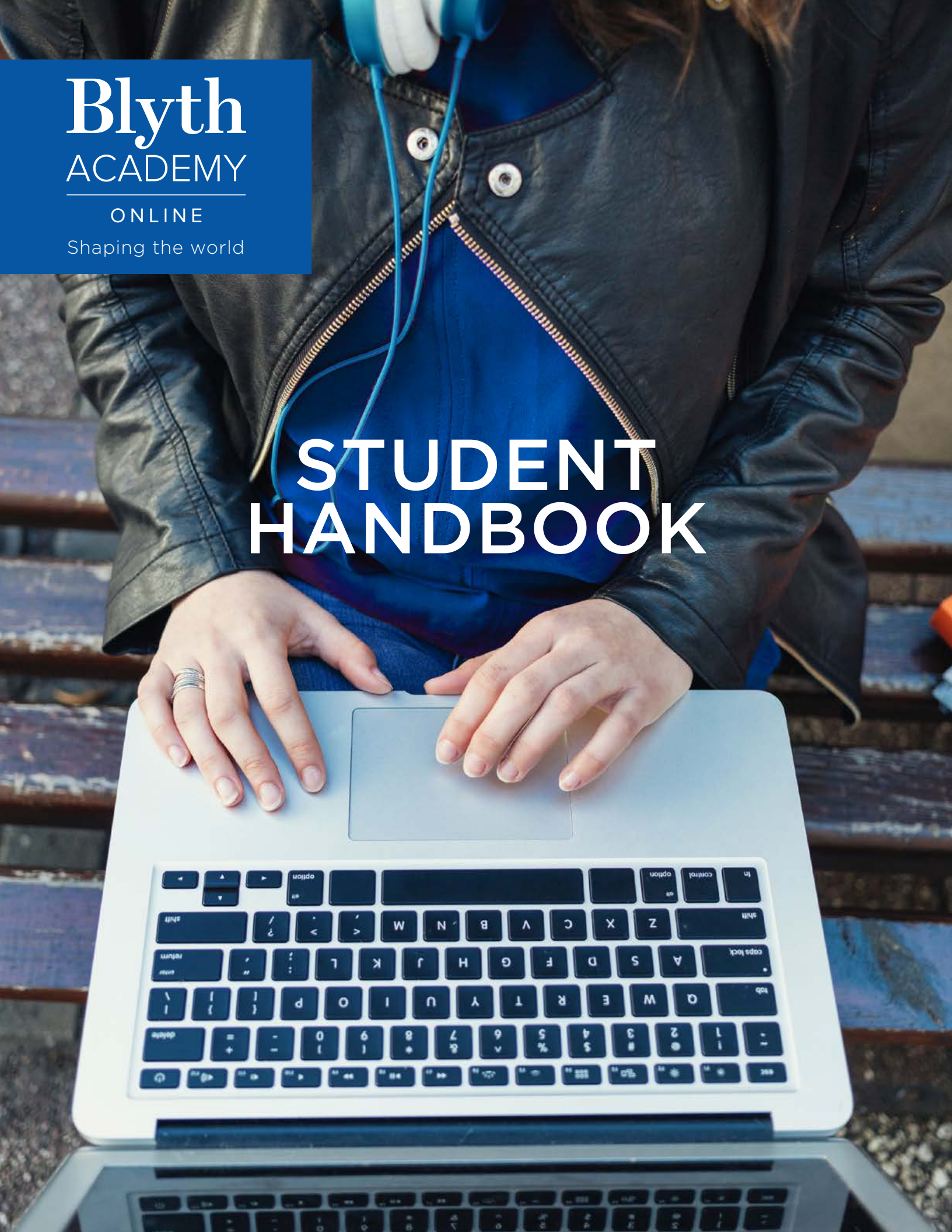
Blyth
ACADEMY
ONLINE
Shaping the world

STUDENT HANDBOOK



CONTENTS

Credit Granting 3
Course Types 5
Textbooks/ eBooks 7
Prerequisite Documentation 8
Individual Education Plans (IEPs) 9
Course Start/Duration 9
Teacher Contact 10
Login/Activity Expectations 11
Course Updates 12
Academic Integrity Policy 13
Midpoint Evaluation 15
Assignment Resubmissions 15
Quizzes, Tests, and Exams 16
Mandatory Video Assessments 16
Exam Proctoring 17
Report Cards, Transcripts, and Home Schools 18
OUAC - Ontario University Application 19
Ontario College Application Service 21
Refunds, Credits, and Transfers 21
Withdrawals 22
Parent Portal (Genius) 22
Alex (Learning Assistant) 23
Hardware/Software Requirements 24

CREDIT GRANTING

Blyth Academy Online (Blyth Academy Online) is 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 Blyth Academy Online 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 Blyth Academy Online to the student's transcript since it is accredited with the Ontario Ministry of Education. Report cards sent by Blyth Academy Online must be kept in the student's OSR.

FULL-TIME STUDENTS

Full-time students are students taking courses with Blyth Academy Online and not attending a school anywhere else in Ontario. These students must notify Blyth Academy Online 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. Blyth Academy Online will maintain a full-time student's OSR and keep their transcript up to date. Please note, there is a mandatory one-time $250 OSR Administration fee associated with becoming a full-time BAO student. This fee must be paid within 30 days of enrollment.

Students in Canada and abroad are able to earn their Ontario Secondary School Diploma (OSSD) completely online through Blyth Academy Online. In order to obtain an OSSD, students are required to earn a total of 30 credits, complete the Ontario Secondary School Literacy Requirement (OSSLT or OLC4O), and complete 40 hours of community service.

The following requirements can be completed through Blyth Academy Online:

Completion of 30 Credits

Blyth Academy Online offers over 160 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.

Ontario Secondary School Literacy Test (OSSLT)

The Ministry of Education has re-instituted the Ontario Secondary School Literacy requirement for all students graduating from an Ontario high school.

Given that Blyth Academy Online is an online, asynchronous school, the Ministry recommends that all full-time Grade 10, 11, and 12 Blyth Academy Online students take the Ontario Secondary School Literacy Course (OSSLC) in place of the test (OSSLT). Please note that you do not need an unsuccessful attempt on the OSSLT to take OLC4O.

Students studying with Blyth Academy Online in a part-time capacity are also eligible to take Blyth Academy Online's OLC4O course.

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

An OSR will be created for students who have not previously attended a school in Ontario. Blyth Academy Online 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: Blyth Academy Online does not issue student identification cards.

INTERNATIONAL STUDENTS

Blyth Academy Online courses are open to international students around the world, however, as Blyth Academy Online 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.

Blyth Academy 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 Blyth Academy Online office for a period of five years. If a student requires an official transcript to be sent to post-secondary institutions for admissions purposes, Blyth Academy Online will forward the official transcript directly to each post-secondary institution requested.

Students will be required to supply the name and address of their home school in their country of residence, as well as the contact information for the Guidance Counsellor and/or Principal. Blyth Academy Online 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. Blyth Academy Online 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 Blyth Academy Online 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 Chief Academic Officer 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 Blyth Academy Online both in and out of high school.

Students who do not have an Ontario Education Number (OEN) will be assigned one by Blyth Academy Online. 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 Blyth Academy Online. The OSR will be maintained by Blyth Academy Online 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.

All international exams must be written using the built-in proctoring tool, Integrity Advocate. Private proctors are not permitted.

Out Of Province Students

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

COURSE TYPES

Blyth Academy Online offers Standard Courses, Accelerated Repeat Courses, and Preparation Courses.

STANDARD COURSES

Most courses offered are known as standard courses. Students have one year to complete these courses, and have access to their teacher via the course communication tool, office hours, and feedback on assessments. Students will earn Ontario credits upon completion of these courses.

ACCELERATED REPEAT COURSES

Blyth Academy Online offers students the opportunity to make up high school credits by repeating any high school course to help upgrade their marks. Dedicated students can generally complete accelerated repeat courses more quickly than standard courses, depending on how much time they are able to devote to them each day.

Repeat courses are tailored to provide students with more practice in the areas they struggled with during their first attempt at the course. Students still have access to all the course content available in the standard course, but have the opportunity to do fewer assessments and focus on problem areas.

Students are only eligible to enroll in a repeat course if they have previously completed the course and attained a mark of at least 40%.

Upon completion of a repeat course, the lower of the two grades will show on the student's transcript with an 'R' for repeated in the notes column. The higher of the two grades will show with a credit indicator of 1.0 in the credit value column. Repeated courses are generally treated the same as standard courses in terms of university admissions, however, some universities may have rules regarding using repeated courses for calculated averages when it comes to scholarships. It is recommended students research the repeated course policy of each university they are applying to.

PREPARATION COURSES

Blyth Academy Online also offers Advanced Placement and SA T preparation courses. These are non-credit courses that serve mainly to prepare students for the AP and SA T exams run by the College Board. Students must sit the official College Board exams, whereby they will earn credits with them. Students are expected to research exam dates and register themselves for these exams. For more information on the College Board, please visit their website.

OSSD COURSE TYPES

The courses leading to the Ontario Secondary School Diploma (OSSD) are developed in compliance with the requirements set out in the curriculum documents provided by the Ontario Ministry of Education. At Blyth Academy Online, these courses may be offered at the Academic (D), Applied (P) or Open (O) level in Grades 9 and 10 and at the University Preparation (U), University/College Preparation (M), College Preparation (C), Open (O) level in Grades 11 and 12.

All courses provide opportunities for enrichment in keeping with our desire to produce university and life ready graduates.

GRADES 9 AND 10

Academic courses emphasize theory and abstract problem solving. These courses focus on knowledge acquisition and the development of analytical skills emphasizing theoretical and abstract application of essential concepts. Applied courses focus on practical applications and concrete examples. Open courses prepare students for further study in certain subjects and enrich education generally.

GRADE 11 AND 12

University preparation courses prepare students with the knowledge and skills needed to meet the entrance requirements for university programs. University/college preparation courses prepare students with the knowledge and skills needed to meet the entrance requirements for specific programs offered at universities and colleges.

College preparation courses prepare students with the knowledge and skills required to meet the entrance requirements for most college programs or apprenticeships and other training programs. Open courses broaden knowledge and skills in a subject.

Open courses are not designed for specific requirements of universities, colleges, or the workplace.

THE COURSE CODING SYSTEM – HOW TO READ THE CODE

All courses are identified by three letters followed by a number and a letter. For example, "ENG2P" means English for Grade 10 students, at the applied level. The first character indicates the subject area:

A Arts	B Business	C Canadian and World Studies	D Cooperative Education
E English	F French	G Guidance and Career Education	H Social Sciences and the Humanities
I Computer Studies, Interdisciplinary Studies	L Classical and International Languages	M Mathematics	N First Nations, Métis, and Inuit Studies
P Healthy Active Living Education	S Science	T Technological Studies	

The next two characters differentiate between subjects within the subject area: CGC means Issues in Canadian Geography while CHC means Canadian History Since World War I. The first number indicates the grade level of the course:

1) Grade 9

2) Grade 10

3) Grade 11

4) Grade 12

The letter following the first number indicates the nature of the course or the level of difficulty:

D Academic	O Open	P Applied
C College	U University Preparation	M College/University Preparation.

TEXTBOOKS/EBOOKS

A small number of Blyth Academy Online 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 uploaded to the student/parent portal (Genius) 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. Please consult the Genius Resource page for instructions on how to upload documents.

To ensure students are not enrolled in courses they will not be able to complete, it is important to provide Blyth Academy Online 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 in their course, 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.

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 upload a valid piece of government issued photo identification or student identification (showing the student's face) to the student/parent portal (Genius) upon enrollment. Students who fail to submit identification within two weeks of registration may have their enrollment suspended.

INDIVIDUAL EDUCATION PLANS (IEPS)

Students seeking accommodations must upload a valid IEP (or equivalent) to the student/parent portal (Genius) each time they enroll in a course. Students should consult the Genius Resource page for instructions on how to upload documents.

Blyth Academy Online will accommodate additional time, a teacher-approved memory aid, and/or assistive technology when they are listed in the student's IEP. IEPs that state "extra time" will result in the student receiving 1.5x the baseline time. Students will only be given double the baseline time if the IEP explicitly states so. BAO's asynchronous online learning environment may not meet every learner's needs. Students seeking any other accommodations should email support@blythacademyonline.com to schedule a time to speak with a member of the guidance department before enrolling.

Please note that even when the IEP was previously submitted, all students (including Blyth Academy campus and online students) must upload their IEP each time they enroll in a BAO course. Students who complete assessments before their IEP is reviewed will not have the opportunity to re-attempt them.

COURSE START/DURATION

Students will have access to the student/parent portal (Genius) immediately upon paying for their course. Students or parents must fill out the application within Genius to complete the process. Once completed, students are free to start their course immediately. See the Getting Started Guide for more details. Once in their course, students must read all pages in the introduction unit in detail for vital information on how their course works.

Students have 12 months to complete their course from the date of registration. The student's enrollment automatically expires at this time and the student will lose access to the course. Students have 3 months from the expiration date to purchase an extension before the course is permanently dropped.

A six-month extension can be purchased for $200. Extensions are issued based on the original expiration date, rather than the date payment is received. The course extension fee can be paid via the the student/parent portal (Genius). Click on *Extend Course* and follow the payment prompts.

Once a course has been expired for 3 months (15 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 one additional year (two extensions), therefore the maximum amount of time a student can remain in a course is two years. If a student extends their course by one year, they will be automatically removed at the end of the second year and will not be able to extend the course again or be reinstated; the course will be considered permanently 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 one year course duration.

Students will lose access to their course upon the release of their final report card.

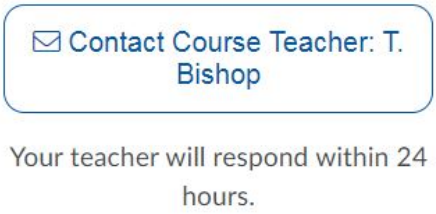
TEACHER CONTACT

Blyth Academy Online course 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 **will not** be received and could result in miscommunication.

Students can easily identify their teacher in a few different ways:

There is a page called *Teacher's Welcome* under the *Welcome to Your Course* submodule within the course introduction unit with more information about the teacher .

Once inside the course, students can click on the *Contact Teacher* button. This button will display the teacher's last name. For example, if Mr. Bishop is their teacher, they would see the following:



After clicking the button, the teacher's name will appear on the next page. Clicking their name will automatically compose a new email to them.

Students are welcome to send internal communications to their teacher at any time, however, the teacher will respond within 24 hours (Monday to Friday). During peak times and/or holidays, teachers may take slightly longer to respond. Students experiencing a lack of teacher response should contact support@blythacademyonline.com to report the issue.

If students require immediate assistance with their course work, they should utilize the built-in learning assistant, known as Alex. The learning assistant is available 24/7. See page 23 for more details.

The course communication tool is an internal tool only, meaning it will only work inside the system (Brightspace) and cannot communicate with email addresses outside of it. For example, you cannot email t.bishop@blyth.brightspace.com from a Gmail account (all @blyth.brightspace.com email addresses are internal only).

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 Blyth Academy Online office. Teachers will not connect with students by phone; all communication should be performed online.

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 four 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 Blyth Academy Online 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 365 days 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: Blyth Academy Online 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 Blyth Academy Online 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 dailybut 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 Blyth Academy Online credit courses, with the exception of half credits, are designed to be 110 hours of planned instruction. Each course unit 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".

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.

Blyth Academy Online recommends students make a plan to complete their course(s), and decide on a target date for completion from the outset. Students should look at the breakdown of the units in the course and spread them over their available time. Students should account for other commitments and periods when they will be able to spend more time on the online course, and times when they will be busy with other aspects of life.

Blyth Academy Online also recommends students share this plan with parents and teachers to keep them accountable to their completion goals.

COURSE UPDATES

In order to ensure and maintain the highest quality of course design, Blyth Academy Online will periodically update course outlines/syllabi, gradebook weightings, lessons, assessments, rubrics, etc. Due to the asynchronous nature or 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

Cheating in an online learning environment is unethical and a violation of Blyth Academy Online's Academic Integrity Policy. Blyth Academy Online defines cheating as:

- engaging in plagiarism of any form;
- obtaining answers or solutions from external sources or services during assignments, quizzes, tests, or exams;
- unauthorized assistance or sharing of information during an assignment, test, or exam;
- impersonating another student or allowing someone else to impersonate you in any aspect of the course;
- logging into a test or exam from more than one IP address;
- using translators when completing weighted assessments;
- using technology not allowed by the school, such as unauthorized software or devices, during tests and exams.

Please note that this list is not exhaustive. Furthermore, Blyth Academy Online reserves the right to update this policy at any time.

Blyth Academy Online commits to having policies for assessments that minimize the risk of cheating. Students must adhere to the following principles of academic integrity when completing Blyth Academy Online assessments:

- Complete weighted assessments and exams alone without the assistance of friends, parents, tutors, or any other person or third party (including Artificial Intelligence software such as ChatGPT).
- When completing tests and exams, students are not permitted to access any outside material, including coursework and/or notes, except the course provided formula sheet.
- Students must demonstrate an understanding of the curriculum expectations of the course and are not permitted to use concepts from a higher grade or more advanced course.
- All timed assessments must be completed within the given time limit.
- Teachers are not permitted to accept work for assessments over email; assignments must be submitted to the appropriate drop box and all work for tests and exams must be uploaded directly to the assessment.
- All assessments with a video component must include a video.

PENALTIES FOR ACADEMIC DISHONESTY

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:

PLAGIARISM

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. This includes AI generated content.

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. This includes AI generated content.

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.

ANY VIOLATION OTHER THAN PLAGIARISM FROM THE AFOREMENTINOED LIST

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.

MIDPOINT EVALUATION & CHECK-IN

Each course contains either a Midpoint Evaluation or Midpoint Check-In at the halfway point, depending on the course. The Midpoint Evaluation is mandatory and counts toward the student's final grade. The Midpoint Check-In is not mandatory and does not count towards the final grade, however, completion is strongly encouraged.

The students' level of understanding of the course material (based on their current grade) will be compared to their ability to demonstrate their understanding during the Midpoint Evaluation or Check-In. Should there be a severe discrepancy, teachers may investigate the situation further by engaging in further conversation with the student. In courses where there is a mandatory Midpoint Evaluation, all assignments, quizzes, tests, etc. in the units after the Midpoint Evaluation (second half of the course) will be hidden until the Midpoint Evaluation has been completed. In courses where there is a Midpoint Check-In, assignments, quizzes, tests, etc. will become available once the student has reached midterm, i.e. the first half of the assessments have been completed and a Midterm Grade is showing in the Grades section of the course.

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 Midpoint Evaluation or Check-In 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.

ASSIGNMENT RESUBMISSIONS

Blyth Academy 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, course summatives, and the final exam are not eligible for re-submission or second opportunities.

Teachers may allow up to two 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. Re-submissions will be graded to a maximum of 90%. Students will only be permitted to re-submit an assignment once (pending approval); multiple re-submissions or re-submissions after the exam has been written 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 or third party (including AI software such as ChatGPT). 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 Blyth Academy Online 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 Blyth Academy Online. 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 Blyth Academy Online office at support@blythacademyonline.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, Blyth Academy Online 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. Blyth Academy 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.

MANDATORY VIDEO ASSESSMENTS

Many courses have mandatory video assessments. 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.

Blyth Academy Online will also compare a student's prerequisite grade to their current course grade to monitor any inconsistencies. Blyth Academy Online 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

ARRANGING THE FINAL EXAM

Students must have finished and submitted all coursework before taking the final exam. Once the exam is written, any outstanding coursework will be given a grade of zero. It is the student's responsibility to ensure they have submitted all coursework before writing the final exam.

Integrity Advocate Proctoring Service

Once all required work has been submitted (and the exam fee has been paid), 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.

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. If the identity verification procedure is invalid, the exam will be flagged and placed under review by the Blyth Academy Online team. No additional software or program is required for the use of Integrity Advocate.
Further information regarding Integrity Advocate can be found here.

Students should email exams@blythacademyonline.com with any questions surrounding the exam process.

EXAM FEES

The final exam service costs $30. If the course does not contain a final exam, no fee will be collected. We strongly encourage students to pay the exam fee well in advance of their exam to avoid any unforeseen technical delays. The exam fee can be paid by clicking the *Pay Exam Fee* option while logged into the student/parent portal (Genius.) Details can also be found on the Genius Resource page.

REPORT CARDS, TRANSCRIPTS, AND HOME SCHOOLS

Blyth Academy 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. A copy of the midterm and final reports will be emailed to the student's current day school, 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 made available to the student and their parent (if they are under the age of 18) via the student/parent portal (Genius). Students and parents will be emailed to notify them that a report card is ready for download. See the Genius Resource page for instructions on how to access your report card. If the student requires an electronic copy of a report card to be sent to their day school or anywhere else (such as a university or college), this request must be sent to documents@blythacademyonline.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.

Teachers will submit midterm and final report card information to the BAO office within 5 business days of the student reaching the midterm point or completing the course. Once the teacher has submitted this information, it will be generated and processed by the Records Department within 5 business days. Students can expect report cards to be available within **10 business days** of reaching midterm or completing their course. Documents will be emailed to home schools; if a hard copy is required, a courier can be arranged at a cost of $50 for domestic and $150 for international. To schedule the courier, the student must reach out to support@blythacademyonline.com.

For any Grade 11 or 12 student applying to post-secondary institutions, students must adhere to the post-secondary instructions outlined in the Brightspace Announcements widget. At the time of enrolment, midterm, and final, Blyth Academy Online will communicate to the desired universities and colleges, or OUAC/OCAS, granted the request form was submitted. Please note: for OUAC 101 applicants, Blyth Academy Online 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 notify the office. Upon releasing the midterm or final report card to the student's current day school and home address, Blyth Academy Online will also send out a report to the requested post-secondary institutions for those who have filled out and completed all applicable post-secondary fields in their Genius account.

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 Blyth Academy Online cannot request a transcript from Blyth Academy Online. For students who are full-time with Blyth Academy Online, an Ontario Student Transcript (OST) can be generated. In general, transcripts are only needed when applying to post-secondary institutions.

The student's official transcript will be held in the Blyth Academy Online office for a period of five years. If a student requires an official transcript to be sent to post-secondary institutions for admissions purposes, Blyth Academy Online will forward the official transcript directly to each post-secondary institution requested. This request must be communicated to the office.

OUAC - ONTARIO UNIVERSITY APPLICATION

The process for sending grades to the Ontario Universities' Application Centre (OUAC) depends on what type of student you are.

Most students are Group A applicants, while some are Group B applicants. For both groups, students must provide their university application information to Blyth Academy Online by:

- Completing all post-secondary fields in their Genius profile.
- Filling out any required forms posted on their Brightspace homepage.

GROUP A APPLICANTS

You are a Group A applicant if all of the following apply:

- You are currently taking at least one course at an Ontario high school.
- You are under 21 years old on or before December 31, 2025.
- You have or are working toward an OSSD with six 4U/4M courses.

OUAC Registration

Your home school guidance counsellor will register you for OUAC in Grade 12. OUAC will issue your reference number after you apply to universities and pay your fees. This number has 10 digits (e.g., 2026-012345 for the 2025–26 school year). Full-time Blyth Academy Online students should contact the Guidance Department for OUAC account details.

Grade Submission Deadlines

OUAC sets deadlines for when grades must be received. Blyth Academy Online sets earlier internal deadlines to ensure processing time. Updated dates and deadlines can be found in the announcement section of your Brightspace account.

How Grades Are Reported

Blyth Academy Online reports grades to OUAC in three stages (after prerequisites are met):

1. Current (C): Sent when you're enrolled in a course.
2. Midterm (M): Sent when your midterm report card is issued.
3. Final (F): Sent after your final exam and course completion.

Some courses may also display a P (Private School). This does not affect how universities evaluate your grade.

Processing Times and Deadlines

OUAC can take several business days to upload grades. To avoid missing university deadlines:

- Follow Blyth Academy Online's earlier submission deadlines.
- Missing these may delay your grades being visible, affecting admission chances.

Missing these may delay your grades being visible, affecting admission chances.

Key Timeline:

• Mid-January: Application deadline.

• Mid-February: Universities expect to see first-round grades (semester 1 final or midterm grades). Students should be enrolled in all 4U/4M courses by this time.

• Late April: Universities expect semester 2 midterm grades (most offers are issued).

• End of June/Early July: All final grades and confirmation of achievement of OSSD should appear on OUAC.

Checking Your OUAC Profile

By mid-January, students should have their OUAC reference number, add it to Genius, and verify their current courses appear correctly on OUAC.

In early February, OUAC removes courses without a midterm or final grade. If a course disappears, contact guidance@blythacademyonline.com to have it re-sent.

Graduation Status

Universities require your graduation status to be updated on OUAC. Only your home school or school board can do this. If your school is closed for the summer, contact them to ensure your graduation status is updated before university deadlines.

GROUP B APPLICANTS

You are a Group B applicant if you don't meet the Group A criteria. This includes students who are:

- Not attending an Ontario high school.
- Canadian students outside Ontario.
- International students.
- Post-secondary transfer students.
- 21 or older on or before December 31, 2025.

The process is similar to Group A: register and apply through OUAC, pay application fees, and send your OUAC reference number to Blyth Academy Online via Genius.

Transcripts

Group B applicants must request transcripts from all secondary schools attended and are responsible for making sure they are sent to each university applied to. These must be sent directly from the issuing institution to each university. Contact your Blyth Academy Online Guidance Counsellor for assistance.

Tip: Check your OUAC account regularly throughout the year—especially in February, April, and July—to ensure your courses and grades are up to date.

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 include this information on their Genius profile.

Students must make the following changes to their OCAS profile in order to grant Blyth Academy Online access to their OCAS portal:
Under the Education tab, the student must indicate they are currently enrolled in a Blyth Academy Online course. Under the Basis of Admission tab, the student must indicate they are currently in a high school course.

Blyth Academy 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 Blyth Academy Online 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 their course must log into the student/parent portal (Genius) and select the *Drop a Course* menu option. More details can be found on the Genius Resource page. Students who drop the course within 30 days of registration and have not completed any activities in the course may be eligible to transfer into another Blyth Academy Online course at no charge. Student will only be eligible for **one** transfer at no charge during this window. If students in the scenario listed above do not wish to take another online course, they may be eligible to use the credit toward another Blyth Academy program. This must be requested via email to admissions@blythacademyonline.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, or would like to transfer for a second time, will be charged an administrative fee of $200.00 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.

Students can transfer courses by logging into the student/parent portal (Genius) and selecting the *Transfer Course* menu option. More details can be found on the Genius Resource page.

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 Blyth Academy Online courses expire one year from registration, students who transfer to another online course will carry over the same expiration date, i.e. the one year 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 release of the midterm report card, the withdrawal is not recorded on the OST.

If a student withdraws after five instructional days following the release 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.*

PARENT PORTAL (GENIUS)

One parent for each student will have a Genius account set up for them (this is usually the parent who completed the registration process. Additional parents can be requested by emailing support@blythacademyonline.com.

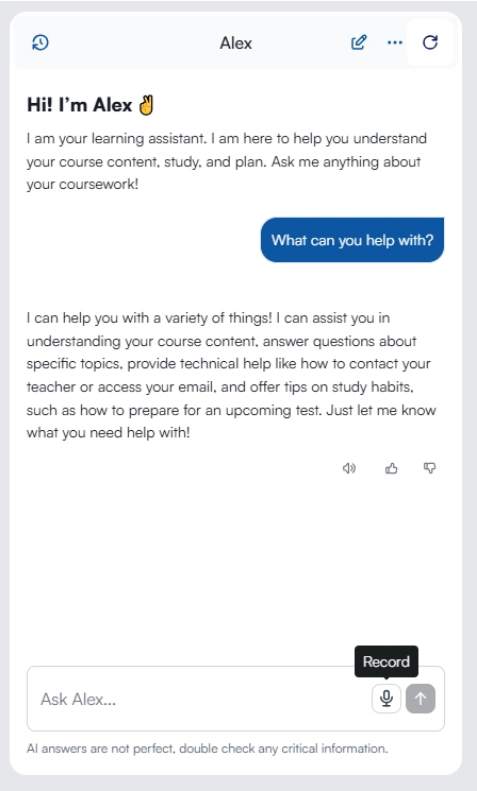
When logged into the student/parent portal (Genius), parents can click on the *Gradebook* option to show the courses their child is in. Clicking *View Details* next the desired course will show the student's gradebook synced directly from their course (please note these grades update every hour on the hour). Parents can see the name of the teacher, the start/end dates of the course, the current grade, the number of assessments completed, the number of assessments that remain, and a record of all grades received to date.

If parents would like to see further details about the course itself, it is recommended that they ask their child to log into their course on Brightspace and show them.

ALEX (LEARNING ASSISTANT)

All Blyth Academy Online students have access to Alex, an AI learning assistant built directly into Brightspace, at no additional cost. Alex is available in every course space and provides on-demand academic support between teacher responses.

Students can use Alex to clarify concepts and key terms, brainstorm and organize ideas, outline steps for assignments, develop study strategies, generate practice questions, and summarize or explain challenging passages. Questions can be asked in plain language, with follow-ups for additional detail, and the guidance can be used to improve independent thinking and work.



The course teacher remains the primary teacher. Teachers complete all grading and report cards, set expectations and deadlines, manage accommodations, and respond to email on weekdays. Alex is suitable for quick questions, concept checks, study planning, and examples; assessment requirements, feedback tied to marks, and course policies should be directed to the course teacher.

Students are responsible for verifying information and ensuring that final submissions are their own. Assignment-specific rules regarding AI use apply, and some assessments may prohibit AI assistance. If Alex's wording is quoted or closely paraphrased, students must cite it according to course guidelines or include an AI-use statement. Sensitive personal information should not be shared in the chat, and students should remember that AI responses may contain errors. If there is uncertainty about when or how Alex may be used, students should consult their teacher.

Access is provided inside each course by selecting the Alex icon in the bottom-right corner of the screen. Alex is available at any time, and reasonable use is expected so that service remains reliable for all students.

HARDWARE/SOFTWARE REQUIREMENTS

Students should have the following minimum requirements to participate in Blyth Academy Online programs:

Hardware

- A PC running Windows 8 or higher or
- A Mac running OS
- 2GB of RAM
- High speed internet connection
- A sound card with speakers or headphones
- A functional webcam and microphone
- A laptop is required for final exams written at Blyth campuses

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

Software

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

Browser

- Mozilla Firefox 80 or higher or
- Safari 12 or higher or
- Google Chrome 85 or higher or
- Chromium-based Microsoft Edge