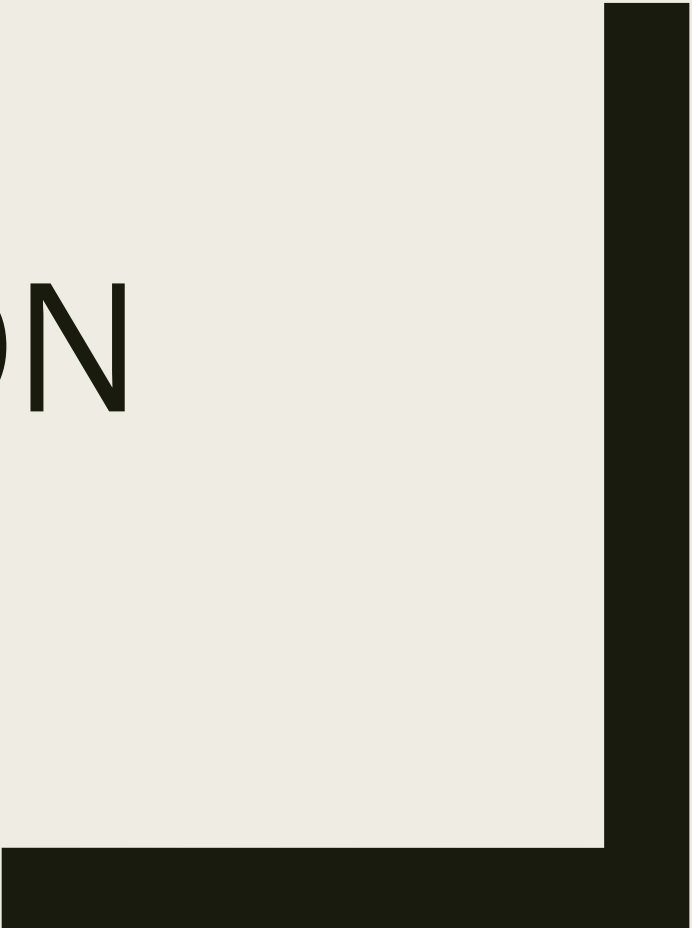




# GRADING INFORMATION

2017-2018



# Grading Information

- Starting in the 17-18 school year all teachers will operate using a total points system.
  - *We will no longer have a set percentage breakdown.*
  - *This will allow you to have a better understanding of your grade.*
- Final exams will be worth 15%.
  - *More information will be made available closer to exam time.*

# Score Codes you will see in the gradebook

- **ABSENT:** This means that the student was absent the day the activity was due. (This counts as a zero until the assignment is turned in.) Click the Absent button on the PowerSchool codes panel for the green icon to appear.
- **LATE:** This means that the student was in class the day the activity was due, but did not turn in the assignment. (This counts as a zero until the assignment is turned in.)

# Score Codes you will see in the gradebook

- **EXCUSED (EXC):** This means that the student has been excused from completing this assignment. (This has no effect on the grade.)
- **REDO:** This means a summative assessment has been taken but failed. This requires a student to retake or redo the assessment according to the class policy. The REDO score code is tied to a 50%.

# Score Codes you will see in the gradebook

- **Turned In Not Graded (TING):** This means the summative assignment has been received by the teacher and is in the process of being graded. This acronym (TING) will only be used for summative assessments that will require a lengthy grading process. It will **not** be used for daily assignments.
- **I (INCOMPLETE):** This means that the summative is incomplete. The I is tied to a zero.



REDO



# REDO Process

- If you fail a summative assessment (test) you are required to REDO the assessment.
- Upon failing the summative assessment, the gradebook will show “REDO” in the cell where the grade goes. “REDO” will remain in place until the summative assessment is redone. A REDO is tied to a 50%.

# REDO Process

- A student may earn full credit (100%) on a REDO summative assessment. The score the student earns on the REDO will take the place of her original score.
- A student's grade will always reflect the score of the REDO.
  - *Example: Student earns a 77% on the initial assessment. Student scores a 75% on the REDO. The grade that will enter the gradebook is a 75%*



# REDO Process

- The REDO list will be generated every Monday morning at 8:00 AM. If a student has a REDO she **and her parent** will receive an email with instructions after mod 10. Students have until the following Friday at 3:00 PM to complete the REDO.
- If school is not in session on Friday the summative is due the next letter day.

# REDO Process

- A student may not begin the REDO process until all missing formative assessments for that LAP are complete and turned in. No student may take a REDO with missing formative assessments.
- REDOs can be completed in Open Lab, the Testing Center or on Wednesday mornings. The decision will be made between the student and teacher as to where the assessment is completed.
- Students are required to be present in the MPR on Wednesday at 8:00 for having a REDO in any subject.

# REDO Process

- A student may appear on the REDO list for two consecutive weeks for the same assessment. If the REDO is not completed by the Friday of the second week, the teacher will give a detention.
- If a student fails to complete a required REDO, but earned higher than a 50% on the original assessment, the student's grade will reflect the original score, and she will receive a detention from the teacher of that class for not completing the process. Detentions are served on Friday mornings from 7:00-7:50 am.
- Once a detention has been given for the failed Summative it can no longer be retaken/redone.



# OPTIONAL REDO

New for 2017-2018



# Optional REDO Process

- Students who score between a 65% and a 79% have the option to REDO the summative assessment.

# Optional REDO Process

- Upon completing the optional redo process, a student may earn full credit (100%).
- A student's grade will always reflect the score of the REDO.
  - *Example: Student earns a 77% on the initial assessment. Student scores a 75% on the REDO. The grade that will enter the gradebook is a 75%*

# Optional REDO Process

- Students will meet with their teachers and discuss the steps they must complete before students take the optional REDO. A student cannot take the optional REDO if they have not completed and turned in all formative assessments.
- If a student fails to complete an optional REDO, the student's grade will reflect the original score earned and she will receive a detention from the teacher of that class for not completing the process. Detentions are served on Friday mornings from 7:00-7:50 am.
- Once a detention has been given for the optional REDO it can no longer be retaken/redone.

# Timeline for optional REDO Process

- Students will have two weeks to complete the process, unless they finish the process sooner.
- Optional REDOs will follow the same two-week timeline as a failed REDO. Since the REDO is optional, students are not required to be in the MPR on Wednesday mornings.
  - *Example: Student takes a summative on Tuesday. Student sees their grade is a 70% in PowerSchool and wants to REDO the assessment. Tells teacher she wishes to start the REDO process on Thursday. On Monday, the REDO process calendar begins. Student has until the following Friday to complete the summative assessment.*





INCOMPLETE POLICY

# Incomplete Policy

- If a student misses a summative assessment (it will be identified on each LAP), it is the student's responsibility to contact the teacher to make arrangements to reschedule.  
**Students and parents** will be notified that they are on the Incomplete list via email every Monday after mod 10.
- However, once the summative assessment is missed, the grade will become a "LATE" or "ABSENT" which are both tied to a zero, and the cumulative grade will become an "I" for incomplete.

# Incomplete Policy

- The “I” will not be removed until the summative assessment has been taken or the student misses the deadline.
- If a student does not complete a summative assessment by the due date listed on the LAP, she will receive a detention from the teacher of the missing assessment. If a student is absent on the due date no detention will be issued.

# Incomplete Policy

- The Incomplete list will be generated at 8:00 am every Monday morning. Students will receive an email after mod 10 informing them that they have an Incomplete and what steps they must take to complete it.
- Once a summative is missed, the student will be required to be at school, in the MPR, the following Wednesday morning at 8:00 am. This is not optional. Students must arrange to be here on time. Failure to be in the MPR will result in a 1D (one demerit and one detention) for a missed appointment. Dean of Students will issue this demerit and detention.

# Incomplete Policy

- If the missing summative assessment is a project or a performance the student must have set up a time to make up the assessment with the teacher. A student should use this Wednesday time to prepare for the assessment, take the assessment, or get themselves caught up in other subject areas. The student will be required to be in the MPR, every Wednesday at 8:00 am until she no longer has any incompletes for missing summative assessments.
- Students have until Friday of the week they received the email to complete their missing summative assessment with no grade deduction or penalty.

# Incomplete Policy

- However, if a student does not complete the assessment by Friday of the week she received the email the only grade a student can earn is a 50%.
- Students must complete the assessment even though the only grade a student can earn is a 50%. If a student does not complete all summative assessment, she will fail the course.
- The 50% grade will replace the “Absent” or “Late” in the gradebook only after the assignment has been turned in to a satisfactory level. If the teacher deems the assessment unsatisfactory, the student must redo the assessment.
- If school is not in session on Friday the summative is due the next letter day.

# Incomplete Policy

- Students will receive a detention **every Monday from the Dean of Students until the summative assessment is complete.** If a student does not complete the assessment at all the student will fail the course.

# Questions?

- This presentation and the entire policy will be on every teacher Weebly
- This presentation and the entire policy will be linked to Incarnate Word Academy's website
- If you have any specific questions or confusions please come and see me (A206).