

### School-Wide Gradebook Expectations 2023 - 2024

The Northwest Instructional Leadership Team engaged in a process to determine a school wide grading and reporting procedure for the 2023 - 2024 school year. Below are gradebook expectations that were created to improve consistency across the school regarding grading practices. Greater consistency will ensure that teachers are empowered to make grading decisions that promote transparency, equity and fairness. It will also ensure that students and their parents understand their grades and are empowered as advocates.

#### **I. Gradebook Categories**

- a. Assignments for Practice/Preparation
  - i. When including practice, preparation, or participation in the 10% Practice/Preparation Category, there should be a minimum of 5 assignments and a recommended range of at most 20 total assignments in the 10% Practice/Preparation category per course.
  - ii. This category should be used for any and all assignments that are graded for completion (which may include classwork assignments) and not accuracy.
- b. All Tasks and Assessments
  - i. All assignments in the 90% All Tasks/Assessments Category should add up to a range of a minimum of 9 assignments and at most 20 graded assignments each marking period per course.
  - ii. Erring on the side of students, with multiple opportunities for reassessment and flexibility.
  - iii. Implementation of “50% Rule” to include consideration of whether the student attempted to meet the basic requirements of the assignment.
  - iv. Expectations for documented communication before assigning zeros.
- c. Minimum total amount of points: 200
  - i. No single assignment or assessment may count for more than 25% of the marking period grade. An [assessment weight tool](#) can be used to monitor weights of assignments and the impact of assigning points by category.
- d. Common PLC Assignments
  - i. At least 75% of graded assignments should be common assessments/assignments across the course-alike team or PLC.
  - ii. PLCs are expected to be consistent with the number of reassessment/redo opportunities
- e. District Assessments/Progress Checks
  - i. District assessments in English, English Language Development (ELD), and Mathematics courses will continue to be included in an ungraded gradebook category, however, grade-level or course team teachers may decide to enter district assessments as one of the 9 grades submitted in the **Practice/Preparation category**.

Department/Subject	All Tasks/Assessments	Practice/Preparation
All Departments	90%	10%

## II. Categories of Assignments

%	Category	Description
10%	Practice/ Preparation	Tasks in this category provide evidence of student participation/engagement, preparation for future learning, or practice of what was taught in class. Feedback may be provided on these tasks including auto feedback from online quizzes. <b>Students are given full credit for completion or attempted completion of the assignment, despite the actual score.</b> Partial credit based on the level of completion or correctness should be <b>avoided</b> .
90%	All Tasks/Assessments	<p>Tasks in this category are the steps or milestones, backmapped from the summative assessment, that prepare students to demonstrate mastery of the learning goals. Milestones must include feedback to students and opportunities to use feedback to improve. In many cases, a rubric is used as part of the provision of feedback.</p> <hr/> <p>Final measurements of learning occur after multiple feedback and practice opportunities. Final measures of learning are often scored using a rubric which students are familiar with prior to the assessment. Final written reports, portfolios, presentations, product/outcome of real-world projects, unit assessments.</p>

### Labeling Assignments in Gradebook

1. If students can redo/retake an assignment/assessment, include **(R)** after the title of the assignment. (Example: *Quiz on Parts of Speech (R)*)

## III. Due Dates/Deadlines

- a. Separate due dates and deadlines for each assignment should be determined at the PLC level and communicated to students, in collaboration with the department and school leadership team.
- b. The importance of due dates/deadlines must be communicated to students and teachers/PLCs must use gradebook tools to reinforce the importance of due dates.
- c. Work turned in late may be lowered no more than one letter grade or 10 percent of the grade. This applies to the ALL tasks/assessments category only. Late submission is considered to be past the assigned due date and before the assigned deadline. **This includes late work due to unlawful absences.**
- d. The end of the marking period will serve as a deadline benchmark.
- e. If an assignment is submitted past the deadline, a teacher may assign a zero.

- f. It is important to be mindful of the extreme challenges that many students will continue to face during the recovery period. Teachers and school leadership will need to ensure that maximum fairness and flexibility is provided to individual students in extenuating circumstances.

#### IV. Retakes and Z's

1. Teachers should provide a grade for all assignments.
  - a. Z – Student did not hand in assignments and may still turn in (Z's calculated as a zero in the gradebook)
  - b. o – Student never attempted assignment
2. Students should be given the opportunity to relearn and retake assessments/assignments when possible. Please use the flowchart to determine the retake decision making process. (See page 6.)

#### V. Canvas/Synergy Expectations

- a. In an effort to streamline the myMCPS platform for students and make the Canvas experience predictable for all stakeholders, teachers are required to follow the [Northwest myMCPS Canvas Guidelines](#).
- b. Teachers who decide to sync grades between myMCPS Canvas and Synergy are expected to sync grades weekly. Please be sure to double-check that assignments have synced successfully into Synergy.

#### VI. GradeBook Timeline

Teachers should make every effort to grade assignments within 8-10 school days. In order to ensure that we are communicating information to our students and parents in a prompt and aligned manner please refer to the above as the outlined expectations for the communication online posting of grades entered in the gradebook. RT's will use the [Effectively Assessing Student Learning](#) document to verify gradebooks and will share feedback using the [Gradebook Check Template](#).

	<b>At Least Four Assignments Entered in GradeBook</b>	<b>Interims Due in GradeBook by 3:00 PM</b>	<b>At Least Nine Assignments Entered GradeBook</b>	<b>At Least Fourteen Assignments Entered in GradeBook</b>	<b>Final Grades Due in GradeBook by 3:00 PM</b>
<b>MP1</b>	Sept. 20, 2023	Sept.28, 2023	Oct. 18, 2023	Oct. 25, 2023	Nov. 1, 2023
<b>MP2</b>	Nov. 28, 2023	Dec. 11, 2023	Jan. 10, 2024	Jan. 24, 2024	Jan. 29, 2024
<b>MP3</b>	Feb. 16, 2024	Mar. 4, 2024	Mar. 19, 2024	April 3, 2024	April 10, 2024
<b>MP4</b>	April 23, 2024 (Seniors)	May 3, 2024 (Seniors)	May 10, 2024 (Seniors)	May 17, 2024 (Seniors 8-13 assignments total)	May 24, 2024 (Seniors)
	April 26, 2024 (Grades 9-11)	May 15, 2024 (Grades 9-11)	May 23, 2024 (Grades 9-11)	May 31, 2024 (Grades 9-11)	June 14, 2024 (Grades 9-11)

#### [2023 - 2024 Communication Expectations](#)

## VII. Testing Days

To ensure students are not overwhelmed and can provide their best effort, each department will have testing days. These testing days during the week occur when teachers may give non-reassessable assessments to students that may require study/preparation. Other formative assessments that are re-assessable and provide data to the teacher and student to improve teaching and learning may be given on any day. The testing days shared below do not include makeup assessments. Due to unforeseen disruption or changes in the instructional time, this schedule may need to be adjusted as long as prior/appropriate notice to students is given. The days are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
PE/Health	Math	Social Studies	Social Studies	Math
	Science	English/ELD	English/ELD	Science
	Arts/Music	Technology/World Languages	Arts/Music	Technology/World Languages
				PE/Health

## VIII. Academic Dishonesty

Northwest High School highly values academic integrity and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment, assessment or a course grade. Please review and implement the Northwest High School Academic Integrity Policy linked [here](#).