

Grading and Reporting - Frequently Asked Questions

What constitutes a good faith effort on an essay? If they wrote 50%? What if they wrote five paragraphs, but it is all completely off-topic? The intention of the 50% for good faith effort is to establish a benchmark. If the paragraphs are completely off topic, the teacher should assess if reteaching is appropriate or if the good faith effort standard was violated.

If they do not complete 50%, but complete some questions, what is the score? Do they get a 50%? Do they get a 0 because they didn't complete at least 50%? We recommend that for each assignment the teacher encourages students to make a good faith effort and complete the entire assignment. If the student still does not meet the good faith effort benchmark of 50%, he or she should be given the score calculated. A student should receive a zero only if he or she did no work at all.

What are the guidelines and expectations regarding “teacher-led re-teaching” of an assessment’s content? To what extent are teachers obliged to stay late or come early for re-teaching opportunities within 5 days of every qualifying assignment/assessment? The intention of re-teaching is to promote student learning of the material. Teacher-lead re-teaching may include but is not limited to any of the following methods:

- Feedback on original task/assessment
- Additional tasks assigned by teacher
- Study packet
- Review session
- Whole or small-group instruction
- Computer tutorial
- Peer tutoring
- Attending school or content-specific study sessions

- The teacher is not obliged to come in early or stay late. The re-teaching does not have to be face-to-face.

Are teachers "required" to allow students a second chance on ALL assessment activities? No, students and/or parents may request the opportunity for reassessment only for those assignments/assessments that the teacher has identified are eligible for reassessment. In addition, the original assignment/assessment must be submitted by the due date. The student must also participate in re-teaching within 5 days of receiving the graded assignment/assessment.

Are we allowed to decrease the possible score for second chance work? For example, can the student get a 100 the second time they do the assignment? The possible points should remain the same for the original and additional opportunity and the higher grade shall be the grade of record. Please note that the purpose for allowing students an additional opportunity to retake an assignment/assessment is to ensure that the student can demonstrate knowledge of course content, skills and standards.

Is there a cut off grade for allowing the students to 're do' or re-submit the assignment. In other words, should a student who has a score of 75 be allowed to take the assignment/assessment over or does this only apply to failing grades? There is no cut-off grade for allowing the student to re-do or resubmit an assignment as long as the teacher has identified the assignment/assessment as one that is qualified for reassessment.

For homework a student is suppose to receive a grade of a 1 or 0. If a student completes 40% of their homework and there was ten questions should they get a 0 or a 1? If the student did not meet the good faith effort benchmark, he or she should receive the score calculated. See Pg. 4 paragraph E of the Administrative Procedure.

*Review all of e on Page 3/4, e4 of the Administrative Procedure.

Are there reports we can run in SchoolMax to identify when teachers are giving a zero? We have an APEX report - 'Gradebook Score Under 50% Report' for high schools – which shows teachers that gave 0-50% of the possible assignment score in gradebook. This report applies to assignment grades only and not to quarter or final grades.

What is the process to follow for teachers who are not compliant? Can the principal override the teacher's grades in SchoolMax? The Principal must first follow the progressive discipline processes when a teacher is noncompliant with following Administrative Procedures. If the principal deems that a quarter grade submitted for a student should be different than what is reflected on the report card, the principal is required to submit a Grade Change Authorization Form (Form PS-140) to the School Instructional Team (SIT) with evidence and rationale for changing the grade. The decision of whether to change the grade is determined by the SIT members and must be conveyed to the teacher that submitted the grade within 48 hours.

If a teacher writes at the top of the assessment this activity is not available for re-assessment (for example a major project or test) is that acceptable? Yes, if the work is not eligible for reassessment it must be identified in writing on the rubric/assignment at the time the original assignment is given.

Is there a time frame for when students can ask to make up an assessment? Do teachers give the same assessment or a different assessment? The student must have participated in the teacher-facilitated re-teaching within five school days following the return of the original graded work. When the teacher returns the assignment, he or she should advise student when re-teaching will take place. The teacher is not obligated to give the same assignment/assessment again for the student's second attempt for improving the grade but the content must be the same.

Can students get a zero for copying the work of others? (i.e., plagiarism)? Please see The Student Rights and Responsibilities handbook which indicates response level 1 or 2 for plagiarism.

Define qualifying assessments, activity, or assignments so that all schools are on same page.

An assessment, activity or assignment is considered qualifying if the following criteria are met:

- The student completed and submitted the original assessment, activity or assignment by the due date;
- The student participated in the teacher-facilitated re-teaching (before, during or after school) within five school days following the return of the original graded work; and
- Within ten school days of receiving the returned original graded work, the student completed and resubmitted the new assessment, activity or assignment.

If student work is in a student portfolio for student review, how long does the teacher have to review the work? Student portfolio work can be considered a project. This allows the teacher more time to read/review and post the grade beyond the ten business days.

Some students/parents want all A's. Does this mean they could redo almost all activities? In order to redo an activity or assessment the following criteria must be met:

- The student completed and submitted the original assessment, activity or assignment by the due date;
- The student participated in the teacher-facilitated re-teaching (before, during or after school) within five school days following the return of the original graded work; and
- Within ten school days of receiving the returned original graded work, students completed and resubmitted the new assessment, activity or assignment.

Work that may not be reassessed includes that which is announced by the classroom teacher at the time of original assignment final research reports and projects that culminate a unit of study, or final semester or marking period exams.

Will teachers get compensated for the before and after school time? No this provision has been added to provide teachers the option of when they can offer the re-teaching of content and does not require that it be done during the school day.

Who can request the opportunity to improve the grade? The student and/or parent/guardian.

What happens if a grade change request is during the summer months? There is no SIT available. Does the principal make the decision? If a request is made during the summer, the grade change must be held until the school resumes to ensure policies and procedures are followed.

Pg. 3, item 2e (AP5121.3). "A student will receive a ratio of number correct over number possible earned for tests or quizzes."

- What if that ratio score is less than 50%? Should the students still receive a 50% for a good faith effort? Will we still use a ratio score that might be less than that amount? If the ratio score is less than 50% but the student meets the good faith effort benchmark, he or she should receive a 50% score. If the student did not meet the good faith effort benchmark, he or she should receive the score calculated. This assignment/assessment (if identified as “qualifying”) is a good example of where a student and/or parent can request for an additional opportunity to improve his/her score after re-teaching has taken place to demonstrate knowledge of course content, skills and standards.

Pg. 3, item 1b (AP5121.1 and AP5121.3); Pg. 3, item 1b (AP5121.2): "Students and/or parents may request one additional opportunity to improve a score on a qualifying assessment, activity, or assignment that demonstrates knowledge of course content, skills, and standards."

- Does this mean teachers only need to provide one opportunity for reassessment for the year? Per quarter? Or, perhaps, for every qualifying assessment/assignment? Upon request from the student and/or parent, the teacher should provide one opportunity for reassessment for each/every qualifying assessment/assignment. The teacher identifies in writing at the time of the original assignment which assessments, activities, or assignments are not eligible for reassessing. All remaining assessments, activities, or assignments are eligible/qualify for reassessment. Final research reports and projects that culminate a unit of study, or final semester or marking period exams may not be reassessed.