

# WILKINSBURG SCHOOL DISTRICT

TITLE: COMPUTER GRADING  
SYSTEM

ADOPTED: May 25, 2004

REVISED:

	<b>213.1. COMPUTER GRADING SYSTEM</b>
1. Purpose	In order to provide a grading system that is fair and equitable for all students, the Board recognizes the need to computerize the student grading system.
2. Guidelines	<p>It is recognized that differences exist between elementary and secondary instruction, and special subject areas, such as music, art, physical education, band, shop, drafting, etc.</p> <p>The basic format for determining grades will be based upon the following:</p> <ol style="list-style-type: none"><li>1. Tests.</li><li>2. Quizzes.</li><li>3. Daily work.</li><li>4. Homework.</li></ol> <p>The following information regarding the computer grading system will be described as a minimum standard. Every teacher will be required, at the beginning of each school term, to establish a minimum number of activities, assignments, tests, quizzes, daily work, homework, etc., in order to assess student achievement. There may be additional tests, quizzes, etc., but not less than the minimum established in Board policy.</p> <p><u>Minimum Standards</u></p> <p><i>Tests -</i></p> <p>A test is a critical examination, observation or evaluation with appropriate weight assigned.</p>

<p>Pol. 130</p>	<p><i>Quizzes -</i></p> <p>A quiz is a short oral or written test with appropriate weight assigned.</p> <p><i>Daily Work -</i></p> <p>Daily work includes in-class tasks assigned to students by teachers.</p> <p><i>Homework -</i></p> <p>Homework is an integral part of the learning process and serves as an extension and reinforcement of daily work to provide additional practice.</p> <p>Every teacher will be required to assign and grade homework for each subject during a grading period.</p> <p><i>Final Test -</i></p> <p>Final tests or final exams will be administered at the end of each course in the secondary school.</p> <p><u>Minimum Requirements</u></p> <p><i>Reading -</i></p> <p>Three (3) tests and three (3) quizzes on computer disk, nine (9) daily work grades in grade book, with average of these grades entered as a final nine week grade into the computer.</p> <p><i>Mathematics -</i></p> <p>Three (3) tests and three (3) quizzes on computer disk, nine (9) daily work grades in grade book, with average of these grades entered as a final nine week grade into the computer.</p> <p><i>Language Arts -</i></p> <p>Three (3) tests and three (3) quizzes on computer disk, nine (9) daily work grades in grade book, with average of these grades entered as a final nine week grade into the computer.</p>
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	<p><i>Spelling -</i></p> <p>Six (6) tests entered on computer disks. No quizzes, daily work or homework required for the computer.</p>	
	<p><i>Social Studies -</i></p> <p>Three (3) tests and three (3) quizzes entered into the computer. No homework grade and no daily work grade required for the computer.</p>	
	<p><i>Science -</i></p> <p>Three (3) tests and three (3) quizzes entered into the computer. No homework grade and no daily work grade required for the computer.</p>	
	<p><i>Mathematics Department -</i></p> <p>Unit test – more than 90 with consent of the principal.</p>	
	Test	90 each                      Minimum 3 tests
	Quiz	30 each                        Minimum 3 quizzes
	Assignment	90 total                        Minimum 18 assignments
	<p><i>Reading Department – 7<sup>th</sup> &amp; 8<sup>th</sup> Grade -</i></p>	
	Tests	90
	Quizzes	30
	Assignments	10
	<p>These ratios should leave enough room for individual flexibility for each teacher.</p>	
	<p><i>Science Department -</i></p>	
	Test	120
	Quiz	30
	Academic	30

	<p>Lab              General           20</p> <p>Homework           120 (1 Test)</p> <p><i>Social Studies Department -</i></p> <p>Quiz                 30</p> <p>Test                 120</p> <p>Homework           120 – considered together at end as one (1) test grade.</p> <p><u>Amendment Statement</u></p> <p>Teachers may choose to record grades of student progress on the computer, using the current program or future programs adopted by the district, or in the district approved gradebook. This process pertains to recordkeeping only.</p> <p>The system, computer or grade book chosen at the beginning of the school year will be continued throughout the year. If the teacher elects to change to another system, it must be in cooperation with the building principal or his/her designee.</p> <p>Those choosing to utilize only the gradebook must:</p> <ol style="list-style-type: none"> <li>1. Provide the school office with a copy of the gradebook pages at the time of interim reports and at the end of each grading period.</li> <li>2. Complete the attached form within two (2) working days of a parental request (other than the week when report cards or interim reports are due). Alternative forms may be developed for specific classes, with administrative approval.</li> <li>3. These forms will be completed in duplicate. One (1) copy is to be mailed home and the other retained by the teacher.</li> </ol> <p>When it is necessary for a parent/guardian to receive weekly reports in succession between grading periods, the approved progress reporting form will be used.</p>
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