Grading and Reporting

Grades 9–12

Grade Reporting Instructions

Good grade reporting starts with keeping a well-maintained academic record book. **Please note** the weekly summary on the first week of Example 1. This percentage grade will be transferred to your AHE Semester Grade Reporting Form in the appropriate column (see Example 2).

Calculating the Final Grade

Documentation of the final grade for the Semester Grade Reporting Form will be derived from the points in your academic record book (see Example 3).

Probably the simplest way to calculate the final grade based on a point system is to divide the total number of points earned by the total number of points possible. For example, if the total number of points earned is 765 out of a total possible 840, then divide 765 by 840 as follows:

765 (student total)
÷ 840 (total possible points)
.9107 = 91%

EXAMPLE 1 (Your Record Book)

SUBJECT Bible	1st WEEK						2nd WEEK						3rd WEEK					
CALENDAR DATE	9/1		9/3		9/5			9/9		9/11			9/15				9/19	
GRADE 9th	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
The blank columns at the right may be used to indicate assignments.	Daily Work		Ch. 1 Quiz		Ch. 1 Test	**Weekly Summary**	Daily Work				Project	**Weekly Summary**	Ch. Review			Ch. 2 Test		**Weekly Summary**
POSSIBLE POINTS	10		20		100	130	10				100	110	25			100		125
POINTS EARNED	8		18		94	120	10				100	110	23			95		118

EXAMPLE 2 (AHE Grade Reporting Form)

COURSE OF STUDY

weekly summary / specific course	1	2	3	4	5
Bible Level C	92%				
Literature Fundamentals					
Writing & Grammar					
Mathematics Algebra I					

Completing Semester Grade Reporting Form

Step 1: Transfer the weekly and final percentage grades to the AHE Semester Grade Reporting Form.
Step 2: Make a photocopy to retain for your records.
Step 3: Promptly mail the original copy to the AHE office.

Grading Projects

A Superior, shows creativity while meeting all major requirements.
B All requirements are met, instructions have been followed, some creativity is evident.
C Requirements are met, but only minimally.
D Very serious deficiencies or omissions in requirements.
F Work unacceptable, failure to meet the basic requirements of the assignment.

Grading Scale

93–100 = A
85–92 = B
77–84 = C
70–76 = D
69–below = F

Carnegie unit of credit guidelines:

A Carnegie unit of credit generally represents 50-60 minutes of instruction five times per week over the course of an academic year, which consists of 180 days.

EXAMPLE 3 (Your Record Book)

18th WEEK							
M	T	W	T	F			
Report			Ch. 10 Test		Weekly Summary	Total Points	Final Percentage
50			100		150	840	
40			90		130	765	91%

Dates for Submitting Grade Reporting Forms

	1st Quarter	2nd Quarter/1st Semester	3rd Quarter	4th Quarter/2nd Semester
Ending Date	October 20, 2008	December 22, 2008	March 9, 2009	May 22, 2009
Grades Due	November 3, 2008	January 5, 2009	March 23, 2009	June 5, 2009
Late Fee Charged	November 17, 2008	January 19, 2009	April 6, 2009	June 19, 2009

1. High School (Grades 9-12) are due every semester.
2. Seniors (Grade 12) registered to attend The Academy of Home Education graduation exercises must have grades submitted by June 1, 2009.

*A late reporting fee of $25 must accompany each Grade Reporting Form sent after the deadlines. Two marking periods of unrecorded grades will result in withdrawal from AHE (all fees nonrefundable).

ACADEMY OF HOME EDUCATION®

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