

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 Quarterly Grade Reporting Form in the appropriate column (see Example 2).

Calculating the Final Grade

Documentation of the final grade for the Quarterly Grade Reporting Form will be derived from the percentages 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:

$$\begin{array}{r} 765 \text{ (student total)} \\ \div 840 \text{ (total possible points)} \\ \hline .9107 = 91\% \end{array}$$

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 8th	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	Daily Work		Ch. 1 Quiz		Daily Work	Weekly Summary		Daily Work		Project	Weekly Summary	Ch. Review			Ch. 1 Test
POSSIBLE POINTS	10	20	100	130		10			100	110	25				100
POINTS EARNED	8	18	94	120		10			100	110	23				95

The blank columns at the right may be used to indicate assignments.

Completing Quarterly Grade Reporting Form

- Step 1: Transfer the weekly and final percentages to the AHE Quarterly 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

Dates for Submitting Grade Reporting Forms

	1st Quarter	2nd Quarter/1st Semester	3rd Quarter	4th Quarter/2nd Semester
Ending Date	October 21, 2009	December 23, 2009	March 8, 2010	May 21, 2010
Grades Due	November 4, 2009	January 6, 2010	March 22, 2010	June 4, 2010
Late Fee Charged	November 18, 2009	January 20, 2010	April 5, 2010	June 18, 2010

Junior High (Grades 7-8) are due every quarter.

EXAMPLE 2 (AHE Quarterly Grade Reporting Form)

COURSE OF STUDY		1	2	3	4	5
weekly summary	specific course	1	2	3	4	5
Bible		92%				
Literature	Excursions					
	Writing/Grammar					
Mathematics	Pre-Algebra					

EXAMPLE 3 (AHE Quarterly Grade Reporting Form)

weekly summary	1	2	3	8	9	# of tests	Final % Grade
specific course	1	2	3	8	9	# of tests	Final % Grade
Bible	92%	100%	94%	93%	97%	3	95%
Literature							

*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).

