

## 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:

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

## 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 send a 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, and some creativity is evident.
- C Requirements are met but only minimally.
- D Very serious deficiencies or omissions in requirements.
- E Work is 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	= E

## Dates for Submitting Grade Reporting Forms

	1st Quarter	2nd Quarter/1st Semester	3rd Quarter	4th Quarter/2nd Semester
Ending Date	October 14, 2011	December 23, 2011	March 9, 2012	May 11, 2012
Grades Due	October 28, 2011	January 6, 2012	March 23, 2012	May 25, 2012
Late Fee Charged*	November 15, 2011	January 20, 2012	April 6, 2012	June 8, 2012

Elementary (Grades 1-6) are due every quarter.

**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 4th	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		Daily Work	Weekly Summary		Daily Work		Project	Weekly Summary	Ch. Review			Ch. 1 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	1	2	3	4	5
specific course							
Bible		89%					
Reading							
English							
Arithmetic							

**EXAMPLE 3** (AHE Grade Reporting Form)

Specific Course	1	2	3	8	9	# of tests	Final % Grade
Bible	89%	100%	94%	93%	97%	3	95%
Reading							

\*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).

