

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:

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

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 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.
- F 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	= F

AHE unit of credit guidelines:

An AHE 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.

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 11, 2011	January 20, 2012	April 6, 2012	June 8, 2012

- High School (Grades 9–12) are due every semester.
- Seniors (Grade 12) registered to attend The Academy of Home Education graduation exercises must have grades submitted by June 1, 2012.

EXAMPLE 1 (Your Record Book)

SUBJECT	1st WEEK					2nd WEEK					3rd WEEK					
CALENDAR DATE	9/1	9/2	9/3	9/4	9/5	9/9	9/10	9/11	9/12	9/13	9/15	9/16	9/17	9/18	9/19	
GRADE	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				
specific course	weekly summary	1	2	3	4	5
	Bible Level C	92%				
Literature Fundamentals						
Writing & Grammar						
Mathematics Algebra I						

EXAMPLE 3 (Your Record Book)

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

*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).