Grading and Reporting

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)

 $\frac{.}{.9107} = 91\%$

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.

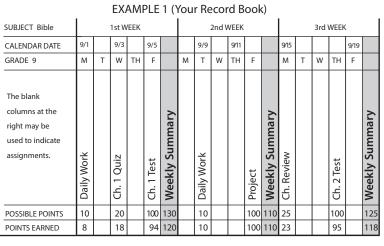
Grading Projects

- 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 AHE unit of credit guidelines

	90–100	= A	An AHE unit of credit generally represents			
	80–89	= B	50–60 minutes of instruction five times per			
	70–79	= C	week over the course of an academic year			
	60–69	= D	that consists of 180 days.			
	59–below	= F				

Refer to School Calendar for all deadlines.



EXAMPLE 2 (AHE Grade Reporting Form)

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

EXAMPLE 3 (Your Record Book)

