

CHAPTER 12: GRADING SYSTEMS, MARKING, AND REPORTING

CHAPTER OBJECTIVES

- Describe the purposes of grading.
- Compare the features and strengths of the various types of grading systems.
- Apply the steps necessary to assign grades.
- Identify nonachievement outcomes and determine how they can be measured and reported.
- Describe the information that needs to be recorded in a gradebook and determine how it can be formatted in an efficient manner.
- Process student grades and record them in report cards and cumulative record files.

CHAPTER OUTLINE

(marks, grades, score)

- I. Purposes of Grading
 - A. Functions of Grading
 - B. Confounding the Achievement Grade (extra-credit assignments)
- II. Grading Systems (grading system)
 - A. Percentage Grades
 - B. Letter Grades
 - C. Descriptive Assessments
 - D. Pass-Fail Grading
 - E. Checklist of Objectives
- III. Assigning Letter Grades
 - A. Determining What to Include in a Grade (assessment measure)
 - B. Creating a Composite Score (composite score)
 - C. Selecting a Frame of Reference for Grading (criterion-referenced standards, norm-referenced standards, potential standards)
 - D. Determining the Distribution of Grades
 - E. Calculating Semester and Annual Grades
- IV. Nonachievement Outcomes (non-achievement outcomes)
 - A. Rating Scales
 - B. Checklists
 - C. Special Reports
- V. Using a Gradebook (gradebook)
 - A. Recordkeeping
 - B. Sections in a Gradebook (daily record)
- VI. Reporting Grades
 - A. Report Cards
 - B. Cumulative Record Files (cumulative record file)
- VII. General Principles in Grading and Reporting