

Regulations

Board of Education Woodbridge Township

#5141 SECONDARY SCHOOL MARKING REGULATIONS

The purpose of marking is to report on student performance and achievement and to provide information for students' future educational planning. The philosophy of the district states that each student is an individual in terms of needs, potential and ways of learning. The goals of the district state that the district commits itself to providing specialized and individualized educational experiences that meet the needs and potential of every student, and a fair system of evaluating students and programs.

A. Definitions:

1. **Minor Assessment:** Activities performed by students on a short term basis. It includes, but is not limited to class assignments, oral presentations, short term projects, homework, quizzes covering parts of a unit or major project, participation in class, group activities and other activities identified by the teacher in advance of the activity.
2. **Major Assessment:** Activities that cover large blocks of material such as curriculum units, long term projects or tests, identified by the teacher in advance of the activity. Early in the course, the teacher will identify the kind of activities that will be considered major assessments.
3. **Final Exam:** District approved assessment at the conclusion of a course.
4. **Component Marks:** Marks assigned by a teacher for individual work products and recorded in record books.
5. **Report Card Marks:** Marks recorded on a students' report card.
6. **Final Exam Mark:** Mark assigned as the evaluation for final exam.
7. **Final Mark:** Mark which reflects the average of report card and final exam mark.

B. Individual Differences:

The district provides curriculum guides designed to meet the various levels of student functioning. The curriculum guide provides the basis for evaluating performance.

1. Each student should work within the curriculum appropriate to the level at which he/she is functioning.
2. Each student and each student's parent/guardian must be informed of the level on which the student is functioning.
3. Each student's possible marks include the full range of 0 through 100 and A+ through F depending upon the quality and quantity of work completed within his/her individual program.

C. Classified Students

The program and marking regulations may be modified by the IEP of any classified student.

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D. Criteria for Component Marks

1. Each teacher has the responsibility, within limits of the curriculum, to establish the relative weight given to the various class work activities.
2. All major assessment marks shall be given equal weight.
3. The criteria for marking class work and major assessments shall be made known to the students by the teacher at the beginning of the course or before the students have a major assessment or become involved in a class work activity.

E. Elements of Component Marks

1. Component marks shall reflect a numerical value of 0 through 100. Any symbols other than numerical marks used in the teacher's record book shall be translated into a numerical mark prior to averaging to determine report card marks.
2. The value assigned to numerical marks shall be as follows:

92-100	Performance significantly above curriculum standard
83-91	Performance above curriculum standard
74-82	Performance at curriculum standard
65-73	Performance below curriculum standard
64 or below	Performance significantly below curriculum standard (failure)

3. Student work, including both major assessments and class work, shall receive a numerical mark of no less than 50, unless the teacher determines that little or no effort was made by the student, in which case a lower numerical mark may be recorded.
4. Cheating shall result in a mark of zero (0).
5. Record books should contain sufficient supportive data to arrive at a mark.
6. Students will be informed of their progress through the entire marking period.

F. Elements of Report Card Marks:

1. Report card marks shall be calculated as follows:

a. High Schools	<ol style="list-style-type: none">1) The numerical average of all class work marks shall count as 50% of the report card mark.2) The numerical average of all major assessment marks shall count as 50% of the report card mark.
b. Middle Schools	<ol style="list-style-type: none">1) The numerical average of all minor assessment marks shall count as two-thirds (2/3) of the report card mark.2) The numerical average of all major assessment marks shall count as one-third (1/3) of the report card mark.

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- c. The numerical average of the class work and major assessments for high schools and middle schools shall be averaged and applied to the scale below to determine the report card mark.

A+	=	98-100
A	=	95-97
A-	=	92-94
B+	=	89-91
B	=	86-88
B-	=	83-85

C+	=	80-82
C	=	77-79
C-	=	74-76
D+	=	71-73
D	=	68-70
D-	=	65-67
F	=	64 and Below

2. In Advance Placement (**AP**) and **College Level "C" (C)** classes, the numerical average of all class work marks shall count as 25% of the report card mark, and the numerical average of all major assessment marks shall count as 75% of the report card marks. In Honors classes, the numerical average of class work marks shall count as 40% of the report card mark, and the numerical average of all major assessment marks shall count as 60% of the report card marks.
3. A mark of 65 or higher shall constitute a passing mark.
4. In addition to the scale above, the following marks may appear on the report card:

P	Pass
I	Incomplete
E	Withdrawn, failing
J	Withdrawn, passing
L	Loss of Credit
X	Probation

G. Elements of Final Marks

1. In full year courses composed of four marking periods, the final mark is calculated by averaging the report card marks for the marking periods and the mark for the final exam.
 2. In semester courses composed of two marking periods, the final mark is calculated by averaging the two report card marks as 80% of the final mark and the final exam mark as 20% of the final mark.
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3. Averaging shall be done on the following scale with major fractions rounded to the higher number:

A+	=	12
A	=	11
A-	=	10
B+	=	9
B	=	8
B-	=	7

C+	=	6
C	=	5
C-	=	4
D+	=	3
D	=	2
D-	=	1
F	=	0

4. A mark of "I" (incomplete) can only be given as a result of absence from class and must be made up by the middle of the following marking period.
5. In a full year course, a student who receives three marks of "F" on the report card including report card marks and final exam marks, shall fail the course.
6. In a semester course, a student who receives two marks of "F" on the report card, including report card marks and final exam marks, shall fail the course.
7. In full year courses, a mark of "X" (probation) shall be assigned at the end of the third marking period when the mark which the student has earned in that marking period would result in failure for the year. In extreme cases, after consultation with administration, teachers may assign a third "F" without using an "X" mark. Immediately following assignment of an "X" mark, the teacher shall inform the student and the guidance department of the specific work that must be completed in order for the "X" mark to be changed to a "D." A target date shall be set indicating the deadline by which the work must be completed. The date shall be no later than the mid-point of the following marking period unless the principal agrees to an extension of time due to extenuating circumstances. If the work is not satisfactorily completed, the "X" mark will be changed to an "F."
- H. Rank will be calculated using the weights listed in the cart below.

Track: AP (Advanced Placement)
C (College Level)
Honors
R (Accelerated)
S (Average)

Grades	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
AP/C	25	24	23	22	21	20	19	18	17	16	15	14
Honors	22	21	20	19	18	17	16	15	14	13	12	11
R	19	18	17	16	15	14	13	12	11	10	9	8
S	16	15	14	13	12	11	10	9	8	7	6	5

Reference: Policy #514

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