

# Computer Applications I

## GRADING POLICIES

Grades will be based on a variety of assignments which includes but is not limited to: daily assignments, participation assignments, quizzes, projects, competency written tests, competency performance tests, weekly tests and informal evaluations.

**Quizzes** will be announced and unannounced and will be given on a daily basis. You should study notes and handouts, especially vocabulary, a minimum of 20-25 minutes each night in order to be successful on quizzes.

**Participation assignments** will consist of note taking, oral presentations, staying on task, participating in class discussions and obtaining parent signatures on progress reports.

**Daily assignments and projects** will prepare you for taking the competency written and/or performance tests.

**Competency Tests** will be given after each competency is covered. These tests may be in written format (M/C, matching, fill-in-the-blank, T-F, short answer, essay) or may be performance-based (application). Therefore, these tests will be cumulative and will cover all objectives within the competency. There are nine (9) competencies in the CAI curriculum.

Each assignment will be graded on a 100% scale and assignments will be weighted as follows during each six weeks grading period:

### Six weeks calculation:

Tests = 75%

All other graded items = 25%

Your grade will be calculated as follows at the end of the semester:

### Semester calculation:

1 <sup>st</sup> 6 weeks grade	25%
2 <sup>nd</sup> 6 weeks grade	25%
3 <sup>rd</sup> 6 weeks grade	25%
End of Course Exam (VoCATS)	25%

### Grading Scale:

93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
69 – Below	F