



# MINISTRY OF EDUCATION

## Grading System & Homework Guidelines

### A. Grading System

#### I. GRADING SCALE FOR GRADES 1-12

Following is a standardized grading scale for grades 1-12 showing equivalent number grade, letter grade, and grade point.

<i>Number Grade</i>	<i>Letter Grade</i>	<i>Grade Point</i>
90-100	A	4.0
85-89	B+	3.5
80-84	B	3.0
75-79	C+	2.5
70-74	C	2.0
67-69	D+	1.5
65-66	D	1.0
0-64	F	0

#### II. COMPUTATION OF GRADE POINT AVERAGE (GPA):

Step 1: Convert number/letter grade into grade point.

Step 2: Average out grade points.

**Example:**

<i>Subject</i>	<i>Number/Letter</i>	<i>Grade Point</i>
1. Math	93/A	4.0
2. Science	96/A	4.0
3. Social Studies	89/B	3.5
4. English	79/C+	2.5
5. Palauan Studies	67/D+	1.5
6. Health	80/B	3.0
7. Physical Education	70/C	2.0
		<b><math>20.5/7 = 2.92</math> GPA</b>

### III. NOTES:

- a) The five core subjects (Math, Science, Social Studies, English, Palauan Studies) including Health and PE are graded with both number and letter grades. These grades contribute to the computation of GPA.
- b) Career Guidance and other subjects such as Music and Art for Grades 1-8 are not included in the computation of GPA but are graded with letter grades of "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) as indicated in the Student Report Card.  
The corresponding grading scale for "O", "S", and "U" is as follows:
  - "O" = 90 – 100
  - "S" = 65 – 89
  - "U" = 0 – 64
- c) Student grades entered into the Report Cards should be in both numbers and letters.
- d) Regardless of the GPA for Grades 1-8, if a student fails any of the five core subjects (Math, Science, Social Studies, English, Palauan Studies) with a grade below 65, the student must repeat the grade level. Any failing grade in Health and/or Physical Education will not be a cause for requiring a student to repeat the grade level.
- e) For Grades 9-12, a student must pass the required Health and Physical Education courses in order to meet high school graduation requirement.

For computation of semester or annual GPA, average out quarterly number grades for each of the graded content areas first then follow the steps for computation of GPA as shown in the preceding example.

## B. Computation and Weight

I. If there is class project, then the following weights will apply toward your quarter grade computations for each subject.

Description(s)	Weight
Tests	40%
	When a comprehensive quarterly test is administered, the following weight is used ONLY to get the test ratio toward the quarter grade. <b>Comprehensive Quarterly Test = 25%</b> <b>All Other Tests = 15%</b>
Quizzes	25%
Assignments/Classwork	20%
Projects	15%
<b>Total</b>	<b>100%</b>

Example:

Q.Test	Test 1	Test 2	Test 3	Quiz 1	Quiz 2	Quiz 3	Assign. 1	Assign. 2	Assign. 3	Proj. 1	Proj. 2
92	85	79	95	100	98	90	100	90	70	100	92

Quarterly Test	Other Tests	Quizzes	Assignments	Projects
S1: $92 \times .25 = 23$	S1: $85+79+95=259$ S2: $259 \div 3 = 86$ S3: $86 \times .15 = 13$	S1: $100 + 98 + 90 = 288$ S2: $288 \div 3 = 96$ S3: $96 \times .25 = 24$	S1: $100+90+70 = 260$ S2: $260 \div 3 = 87$ S3: $87 \times .20 = 17$	S1: $100 + 92 = 192$ S2: $192 \div 2 = 96$ S3: $96 \times .15 = 14$
FINAL calculation for the quarter grade is as follows:				
Add all the points together to get the final quarter grade: $23 + 13 + 24 + 17 + 14 = 91\%$				

II. If there is no class project, then the following weights will apply toward your quarter grade computations for each subject.

Description(s)	Weight
Tests	45%
	When a comprehensive quarterly test is administered, the following weight is used ONLY to get the test ratio toward the quarter grade. <b>Comprehensive Quarterly Test = 25%</b> <b>All Other Tests = 20%</b>
Quizzes	30%
Assignments/Classwork	25%
<b>Total</b>	<b>100%</b>

Example:

Q.Test	Test 1	Test 2	Test 3	Quiz 1	Quiz 2	Quiz 3	Assign. 1	Assign. 2	Assign. 3
92	85	79	95	100	98	90	0	100	100

Quarterly Test	Other Tests	Quizzes	Assignments
S1: $92 \times .25 = 23$	S1: $85+79+95=259$ S2: $259 \div 3 = 86$ S3: $86 \times .20 = 17$	S1: $100 + 98 + 90 = 288$ S2: $288 \div 3 = 96$ S3: $96 \times .30 = 29$	S1: $0 + 100 + 100 = 200$ S2: $200 \div 3 = 67$ S3: $67 \times .25 = 17$
FINAL calculation for the quarter grade is as follows:			
Add all the points together to get the final quarter grade: $23 + 17 + 29 + 17 = 86\%$			

## **C. Homework Guidelines**

### **Goals for Assigning Homework:**

- Homework must relate directly to a standard and an objective, and it is designed so that students can perform it independently.

### **Purpose / Role of Homework:**

- Homework can be an extension of classwork to review, reinforce and practice what was learned during class
- Homework is assessment for understanding, provide practice to build mastery of skill and reinforce learning.
- Homework must be meaningful and help students develop the skills and knowledge they need to be successful in school.
- Homework gives students the opportunity to independently practice and refine their new learning
- Homework instructions should be explicit in how to complete them
- Homework connects school & home
- No homework is assigned on Fridays
- The only homework assigned on Fridays is only to reinforce mastery of skills. *(e.g. review multiplication facts, review high frequency words, or read texts for enjoyment) – recommendation for kindergarten*
- Math and English homework will be assigned at different days.
- Number of homework assigned and number that are graded must be clear to students and parents/guardians, and must be well documented in the Teacher's Record Book.
- Parents/Guardians must sign homework.

### **Homework Is Not:**

- The only school work @ home
- Busy work
- Reward
- Punishment

**Reminder: Not all homework will be graded.**

<b>Homework Guidelines</b>	
<p><u>Kindergarten:</u></p> <ul style="list-style-type: none"> <li>• Homework is assigned at least twice a week.</li> </ul>	<p><u>Kindergarten Example of Homework:</u></p> <ul style="list-style-type: none"> <li>• Tracing</li> <li>• Coloring</li> <li>• Drawing (e.g. shapes, pictures, etc.)</li> <li>• Show and Tell</li> <li>• Collection objects based on class needs (e.g. btaches, bad, etc.)</li> </ul>
<p><u>1st Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 2 HW per day</li> <li>• At least 1 HW a week per subject</li> <li>• Not more than 5 items per subject <b>except math – math should also have five items so omit except Math</b></li> <li>• 1<sup>st</sup> Questions Rule: 1-3 short answer</li> <li>• Writing, one word to few (2-5) sentences</li> <li>• <b>No HW on Fridays except</b></li> </ul>	<p><u>2nd Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 2 HW per day</li> <li>• At least 1 HW a week per subject</li> <li>• Not more than 5 items per subject <b>except math</b></li> <li>• 2<sup>nd</sup> questions Rule: 1-3 short answer &amp; 1 open ended/critical thinking</li> <li>• Writing 1 word to few (2-5) sentences</li> </ul>
<p><u>3rd Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 2 HW per day</li> <li>• At least 1 HW a week per subject</li> <li>• Not more than <b>5 items per subject</b></li> <li>• 3<sup>rd</sup> questions rule: 3-5 short answers &amp; 1 Open ended/critical thinking</li> <li>• Writing: A sentence to a paragraph</li> </ul>	<p><u>4th Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 2 HW per day</li> <li>• At least 2 HW a week per subject</li> <li>• Not more than 5 items per subject</li> <li>• 4<sup>th</sup> question rule: 3-5 short answers &amp; 1 Open ended/ critical thinking</li> <li>• Writing: A paragraph to a page</li> </ul>
<p><u>5th Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 3 HW per day</li> <li>• Not more than 10 items per subject</li> <li>• 5th question rule: 3-5 short answer &amp; 1-2 Open ended/critical thinking</li> <li>• Writing: A paragraph to ½ page</li> </ul>	<p><u>6th Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 3 HW per day</li> <li>• Not more than 10 items per subject</li> <li>• Math: 5-10 items</li> <li>• 6<sup>th</sup> question rule: 3-5 short answers &amp; 1-2 Open ended/critical thinking</li> <li>• Writing: A paragraph to a page</li> </ul>
<p><u>7th Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 3 HW per day</li> <li>• Not more than 10 items per subject</li> <li>• Math: Up to 15 items only</li> <li>• 7<sup>th</sup> question rule: 3-5 short answers &amp; 1-2 Open ended/critical thinking</li> <li>• Writing: A paragraph to a page</li> </ul>	<p><u>8th Grade:</u></p> <ul style="list-style-type: none"> <li>• Not more than 3 HW per day</li> <li>• Not more than 10 items per subject</li> <li>• Math: Up to 15 items only</li> <li>• 8<sup>th</sup> question rule: 3-5 short answers &amp; 1-3 open ended/critical thinking</li> <li>• Writing: A paragraph to a page</li> </ul>

“Adapted from KES Homework Guidelines”