



## Grading Practices

School: Tallwood High School

Subject(s): Business & Information Technology: Keyboarding

Grade Level: 9 - 12

### Homework

There will be no homework assigned in this class.

### Late Work

- A deadline date will be set by the teacher for all work due. **Absence from school on the deadline date for assignments will not extend the deadline.**
- Students will not be penalized for late work turned in on or before the deadline. After the deadline, students will be graded accordingly.

### Explanation of Zeroes

- A "0" (zero) in the gradebook indicates that an assignment has been graded and earned zero credit.

### Reassessment

- For quizzes, there will be no retests.
- For classwork, students will be allowed to resubmit production assignments when they are done incorrectly. The teacher will return incorrect documents mocked "RE-DO" for the student to correct the assignment. They will be given one additional chance to get the assignment done correctly before the highest grade is recorded.
- For timed writings, two attempts are standard for each timed writing, and the highest grade obtained between the two attempts is recorded.

### Make-up Work

- Timely completion of all assignments is required, as skills build from block to block.
- The student is responsible for identifying and encouraged to make up all missed/incomplete work as soon as possible. (I.e., a "Z" in the gradebook indicates an assignment was not turned in and currently not calculated in the total average.)
- If possible, students may complete missed/incomplete work for homework. When, not possible to make up work at home, students may make an appointment with the teacher to stay after school.
- Parental contact and/or academic detentions may be used as necessary to insure assignment completion.

## Extra Credit

There will be no extra credit given in this class.

For additional information, please access the [VBCPS Grading Guidelines for Secondary Schools](#) on vbschools.com.