

## Course Exams: Set Up And Procedures

This guide is for those who wish to have a final course exam included in a Final Mark which is distinct from the term mark on the report card. The outline which follows is a basic set up.

To begin with, the Preferences Options can be set up as shown below.

The screenshot shows the 'Teacher Assistant' Preferences window. The 'My Preferences' section is active, showing the following settings:

- Mark Calculation Method:** Total Points
- Posting Type:** Cumulative (selected)
- Use Assignment weights:**
- Use Assignment type weights:**
- Use Category weights:**
- View Report Cycle Weights:**
- Default order of Assignments by due date:** Ascending
- Numeric Score Default:** 100
- Default Display Assignment:** 150
- Failure Threshold:** 50
- Delete Assignments at Year End:**

**Other Settings:**

- Allow Shared Access to Student Progress:**  When this box is checked, another teacher reviewing the academic progress of a student you both teach may view the mark received in your class.
- Rounding Marks:**  The system rounds decimal values to whole numbers when posting marks for official reporting. Check this box to round marks to the nearest whole number. (i.e. 92.53 = 93 and 88.47 = 88) Uncheck this box to truncate (drop) decimal numbers (i.e. 92.53 = 92 and 88.47 = 88).
- Count Blank Marks as Zeros:**  Check this box to count blank marks as zeros in calculating average marks for a student. Uncheck this box to consider the student exempt from the assignment if the mark is blank.

The example I am using has the following Preps setup:

The screenshot shows the 'Prep Detail' window for 'My Classes'. The setup is as follows:

- Prep Classes:** 0-0-0-01 SS 10, 0-0-0-02 SS 10
- Prep Category:**

| Category   | Weight | Default?                            |
|------------|--------|-------------------------------------|
| Coursework | 70     | <input checked="" type="checkbox"/> |
| Final Exam | 30     | <input type="checkbox"/>            |
|            |        | <input type="checkbox"/>            |
|            |        | <input type="checkbox"/>            |
|            |        | <input type="checkbox"/>            |
- Prep Assignment Types:**

| Description | Weight | Default Assignment Type             |
|-------------|--------|-------------------------------------|
| Assignment  | 50     | <input checked="" type="checkbox"/> |
| Final Exam  | 100    | <input type="checkbox"/>            |
| Project     | 20     | <input type="checkbox"/>            |
| Test        | 30     | <input type="checkbox"/>            |
|             |        | <input type="checkbox"/>            |
|             |        | <input type="checkbox"/>            |

Categories must include Final Exam and be set to the value you wish it to have on the course.

Total of the weights must equal 100.

It doesn't really matter what you make the Final Exam worth in Assignment Types; however, it is necessary that the rest of the assessment types excluding exam total 100.

I created the scenario below which shows the marks and all reporting periods. The exam assignment will be created after we Post the final term mark.

| Screen Totals |       |        |      | A1   | A2   | A3   | A4   | Exam  | P1   | P2   | P3   | P4   | T!   |
|---------------|-------|--------|------|------|------|------|------|-------|------|------|------|------|------|
| Tavg...       | Total | Earned | Avg% | 10\1 | 10\1 | 10\1 | 10\1 | 100\1 | 10\1 | 10\1 | 10\1 | 10\1 | 10\1 |
| 73.7          | 220   | 164    | 73.7 | 7    | 7    | 7    | 7    | 80    | 6    | 6    | 6    | 6    | 8    |
| 0             | 220   | 0      | 0    |      |      |      |      |       |      |      |      |      |      |

If you create an exam assignment, do not enter any marks for Exam until after final term marks have been posted. If you do so, it will skew all of the marks. (This is only if you want your term marks to calculate without the exam, so that it can be incorporated into the Final separately.)

## Final Report Card Process

Once all marks **except** exam have been entered, Post to the Final Reporting Term.

Now go back to the Gradebook and create the exam assignment in the Final Reporting Term. Both Category & Assignment Type **must** be set to Final Exam. The exam can be out of what ever you choose.

**Add new assignments**

Class - S0 T0 D0 P1 SS 10(MSS--10 - 01)

**Assignment**

Name: Final Exam      Assign Date: 18-FEB-2008 +

Short Name: Exam      Due Date: 18-FEB-2008 +

Score Type\*: Numeric Mark      Create Date: 18-FEB-2008 +

Score Max: 100      Weight: 1      Extra Credit:

Category: Final Exam      Post to Parent:  +

Assignment Type: Final Exam      Assistant Date:  Use Standardized Test Scores

Narrative: Final Exam

Parent Tips:

Buttons: Enter Mark/Comments    Cancel    Add This Assignment To Other Classes

When the exam marks have been entered and saved, the Tavq mark will be the calculated total of the Coursework 70% and Final Exam 30% as set up in the Prep Categories (example above).

| Reporting Term       |       | Category                 |      |      |       |      |      |
|----------------------|-------|--------------------------|------|------|-------|------|------|
| 3S 10(MSS--10 - 01)  |       | Final Report Card Lin... |      |      |       |      |      |
| -----Assignments are |       |                          |      |      |       |      |      |
| Screen Totals        |       |                          |      | A4   | Exam  | P4   | T4   |
| Tavq...              | Total | Earned                   | Avg% | 10\1 | 100\1 | 10\1 | 10\1 |
| et                   | 73.7  | 130                      | 101  | 73.7 | 7     | 80   | 6    |

Exam Grade and Final Grade need to be manually entered in the Reporting Term Marks screen under the Post column and saved.

| 1                |            | 1           |      |
|------------------|------------|-------------|------|
| Final Report Car | Exam Grade | Final Grade |      |
| T.A.             | Post       | T.A.        | Post |
| 71               | 71         | 80          | 74   |

Below is the resulting report card with the exam results as well as a distinct term and final mark.

Course: SOCIAL STUDIES 10  
 Teacher: Cottrell, Bruce  
 School Exam: 80

| Term | 1  | 2  | 3 | 4  | F  |
|------|----|----|---|----|----|
| L.G. | B  | B  |   | C+ | B  |
| %    | 75 | 78 |   | 71 | 74 |
| W.H. | E  | G  |   |    | —  |
| Abs. | 3  | 6  | 0 | 0  | 9  |

Comments/Ways to Support Learning: