

## Academic Grading Policy

Instructors must exercise fairness, consistency and accuracy when correcting and grading assignments, lessons, projects, and examinations. In order to maintain fairness, consistency, and accuracy, ACOT relies on the following:

- Rubric provided by the Director of Education
- Quality control to ensure the content is reflected in the material by the Delivery Platform Coordinator
- Tests are built on a secure platform and graded automatically

Instructors are required to have students' work graded within three (3) days (72 hours) of the assignment due date. Graded assignments are then posted to the learning platform and automatically returned to the students who are alerted via email through the eLearn system.

When an instructor discovers that a student has not completed an assignment and has recorded a zero (0), he/she contacts the student and encourages the student to submit a tutoring request. During the live lecture, instructors contact the student through a private live chat with a message regarding the missing assignment. Notifications are sent automatically to the student through eGrade to further address the deficiency. Simultaneously during this time, Student Success Services are calling students and sending postcards in an effort to encourage students. Ten (10) days following the due date of the assignment, The Director of Education becomes involved and prescribes a course of action.

ACOT eLearn (Moodle) online system delivers examinations to students. A proper name and password is given to each student. This ensures security for both the student and ACOT. Because the tests are constructed and automatically graded in eLearn, students are allowed to review tests once the close date has lapsed. Students have access to their score immediately, but they must wait until all students have completed the test and it is officially closed before they can see the questions they missed. Practical application tests are hand-graded by instructors.

A student can contest the grades earned through the Grade Change Request found in eGrade. This request goes directly to the instructor. The eGrade system flashes a notice to the instructor the next time he/she logs in noting there is a request. The instructor contacts the student with his/her response and explanation of the grade. If the student does not feel this resolves his/her question or complaint, the Director of Education may be contacted. The director will review the complaint, visit with the instructor and make a final decision.