



# GRADING GUIDELINES

PRECALCULUS

## TABLE OF CONTENTS

Video Notes	2
Video Notes Assignments for Units 1-8	3
Note-Taking Formats	3
Review Assignments	6
Unit 2 Review Assignment	6
Unit 3 Review Assignment	7
Unit 4 Review Assignment	7
Unit 5 Review Assignment	7
Unit 6 Review Assignment	8
Unit 7 Review Assignment	8
Unit 8 Review Assignment	9
Unit Tests and Semester Exams	10
Test Worksheets (Units 2 through 8 and Semester Exams)	10

## VIDEO NOTES

Near the end of each unit, students are prompted to submit a file containing their notes from the lesson videos. For each of these assignments, students may use the video notes templates provided within the vendor platform, or they may use their own note-taking format or method.

The purpose of this assignment is to:

- Encourage and reinforce good note-taking habits.
- Give students credit for their work in the learning process.
- Give teachers an opportunity to see their students' learning and study habits, which can otherwise be difficult in the asynchronous learning environment.
- Give students timely and actionable feedback about their learning and study habits, helping them hone their self-directed learning skills before they transition into higher education and career pursuits.

The note-taking process varies greatly from one individual to another. To account for these differences, the video notes submission assignment grade is based only on completion. If a student submits notes that appear comprehensive and relevant to the material, full credit should be given.

To assess completion, teachers should scan through student notes for an overview of the contents. The notes may appear to address all of the major concepts covered in the unit, or there may be obvious missing components. Teachers should give a point value out of 10 for the notes, using the rubric provided below for guidance.

Notice that the point value for this assignment is much lower than the other assignments and assessments in the course. This assignment is not representative of the mastery of course content, so it does not weigh heavily on the overall course grade.

## VIDEO NOTES ASSIGNMENTS FOR UNITS 1-8

Description:	Teacher-graded lesson notes
Points Possible:	10

### Rubric

	10 POINTS	8 POINTS	6 POINTS	4 POINTS	2 POINTS	0 POINTS
<b>VIDEO NOTES COMPLETION</b>	All or almost all (90% or more) of the relevant unit content is included in the student's notes.	Most (about 80%) of the relevant unit content is included in the student's notes.	Much (about 60%) of the relevant unit content is included in the student's notes.	Some (about 40%) of the relevant unit content is included in the student's notes.	Very little (about 20%) of the relevant unit content is included in the student's notes.	No notes submitted.

## NOTE-TAKING FORMATS

### Templates

As mentioned previously, students may use the video notes templates provided on each lesson page.

#### Accessing Templates

The video notes templates are accessed via the dropdown menu of the lesson navigation bar, by selecting "Print Notes." The notes for one lesson or multiple lessons can be downloaded and printed from there (for more information, see the course tutorial on printing notes). Students may find this guided notes format helpful in the asynchronous learning process.

#### Template Format

Teachers can use this format to assist in the grading process, by looking through the notes for any missing or incomplete components. These components include:

- **Fill-in boxes** for definitions, formulas, step-by-step procedures, tips, and other fill-in-the-blank statements, like the ones shown here:

 *Definitions*

Independent Variable - \_\_\_\_\_

Dependant Variable - \_\_\_\_\_

Domain - \_\_\_\_\_

Range - \_\_\_\_\_


 *Big Tip*

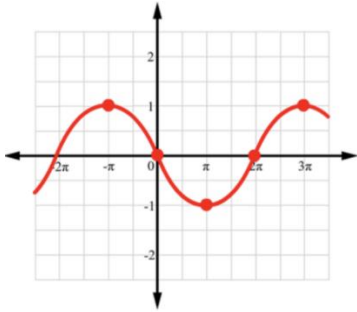
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- **Example sections** (single example problems or multiple example problems that are grouped together), like the ones shown here:

 *Example* Given  $f(x)$ , sketch  $f(-\frac{1}{2}x)$ .



 *Examples*

Solve for  $x$ :

$$\log x = \frac{\pi}{3}$$

$$\ln(x - 1) = 4$$

The approximate number of pages, fill-in boxes, and example sections for the video notes in each unit are shown in the table below for teachers to reference as needed. *Note: These numbers are approximate and are subject to change.*

UNIT	NUMBER OF PAGES	APPROXIMATE NUMBER OF FILL-IN BOXES	APPROXIMATE NUMBER OF EXAMPLE SECTIONS
1	20	18	23
2	24	28	36
3	18	13	35
4	26	28	29
5	21	18	32
6	16	18	30
7	16	10	41
8	9	11	23

## Alternative Note-Taking Formats

Alternatively, students may take notes without the video notes templates. If a student prefers a different format for taking notes, they should be encouraged to use it, especially if it is more effective in their learning process. Teachers can recommend specific note-taking methods at their discretion.

### Examples

- outlines
- the Cornell method
- tables, charts, and other graphic organizers

## REVIEW ASSIGNMENTS

Units 2 through 8 each include a unit review assignment. The purpose of this assignment is to evaluate student understanding of the unit content and provide feedback prior to students completing the unit test.

Students indicate their target grade for the unit at the top of the assignment. Teachers will assess the work to help students determine how well they met their target. The answer keys for these assignments are provided in the Teacher Resources folder of the course files.

At teacher discretion, students can be required to make any necessary corrections and resubmit their review assignments.

Review Assignments should be graded on completion. This means that if a student thoroughly completes all of the problems, and resubmits any requested corrections, they should receive full credit. Points awarded should decrease depending on the number of problems attempted, with a focus on the work shown as opposed to the accuracy of the answers, as described in the rubrics below.

### UNIT 2 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	10
Points Possible:	50

#### Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 10 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	8-9 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	6-7 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	4-5 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	2-3 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-1 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 3 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	10
Points Possible:	50

### Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 10 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	8-9 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	6-7 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	4-5 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	2-3 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-1 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 4 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	15
Points Possible:	50

### Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 15 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	12-14 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	9-11 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	6-8 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	3-5 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-2 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 5 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
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Total Questions:	12
Points Possible:	50

### Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 12 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	10-11 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	7-9 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	5-6 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	3-4 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-2 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 6 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	10
Points Possible:	50

### Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 10 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	8-9 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	6-7 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	4-5 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	2-3 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-1 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 7 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	10
Points Possible:	50

## Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 10 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	8-9 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	6-7 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	4-5 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	2-3 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-1 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT 8 REVIEW ASSIGNMENT

Description:	Teacher-graded assignment
Total Questions:	11
Points Possible:	50

## Rubric

	50 POINTS	40-49 POINTS	30-39 POINTS	20-29 POINTS	10-19 POINTS	0-9 POINTS
<b>WORK</b>	All 11 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	9-10 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	7-8 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	5-6 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	3-4 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.	0-2 questions completed thoroughly and resubmitted with corrections if requested. All necessary work is shown.

## UNIT TESTS AND SEMESTER EXAMS

Each unit test contains 15-24 multiple choice questions, which are randomly assigned to students from a bank of items. These questions are auto-graded within the vendor platform: students receive 0 points for each incorrect answer and 1 point for each correct answer, which goes toward the raw score for the test. The other portion of the raw score comes from the test worksheets, as described below. The semester exams are similarly structured, and each one contains 20 questions.

### TEST WORKSHEETS (UNITS 2 THROUGH 8 AND SEMESTER EXAMS)

Before students begin a test or exam, they are instructed to print a file that contains the test worksheet, where they must show all of their work. At the end of the assessment, they are prompted to upload and submit their test worksheet. Once a student submits the assessment, teachers are notified that the test worksheet is ready to be evaluated.

This process provides several benefits:

- It gives students the opportunity to demonstrate their reasoning, and helps teachers get a clearer picture of students' conceptual understanding of the content.
- It allows for partial credit to be given, instead of only full credit or no credit.
- It holds students accountable for completing their own work, strengthening the academic integrity of the course.
- It mitigates the manual grading process by auto-grading the parts that can be auto-graded.

#### Grading the Test Worksheets

Each test worksheet is graded by the teacher, who awards a maximum of 2 points for the written work on each question. The provided rubric shows how this work should be evaluated. After determining the score for each question, teachers enter the total number of points in the vendor platform, where they will also provide feedback for the student. This feedback can be typed, recorded as audio, or uploaded in the form of a file. The file upload option is most useful for teachers who prefer to make feedback directly on the student's test worksheet.

During this process, teachers may also adjust the auto-graded point value for each question, if necessary. For clarity, here are some reasons teachers may need to adjust the auto-graded point values:

- A student’s written work clearly indicates the correct answer, meaning that the student may have selected the wrong answer accidentally. At teacher discretion, the point value can be adjusted, giving the student full credit or partial credit.
- A student’s written work shows 1 or 2 minor calculation errors that led to the incorrect answer. Without any conceptual errors, some teachers may determine that the student should be given partial credit for the auto-graded portion of the question.

The points for the written work, as well as any adjustments made to the auto-graded scores, are added to the raw score. The grade for each test or exam is calculated from the raw score as a grade out of 100.

To summarize, each question answer is worth 1 point and the corresponding written work is worth an additional 2 points. Thus one-third of the overall test grade is based on accuracy, and the other two-thirds of the test grade is based on students showing and justifying their work.

Description:	Partially teacher-graded summative assessments
Total Questions:	15-24
Points Possible:	100 points total for each assessment, calculated from the raw score: <ul style="list-style-type: none"> <li>• 1 point per question for accuracy</li> <li>• 2 points per question for written work</li> </ul>

### Rubric

	2 POINTS	1.5 POINTS	1 POINT	0.5 POINTS	0 POINTS
<b>WRITTEN WORK FOR EACH TEST QUESTION</b>	Work completely shown and/or justified appropriately. The work does not necessarily need to be correct, but it should be understandable and thorough.	A lot of work shown but with a few errors and/or missing components. The work is mostly understandable and thorough.	Some correct work shown but with several errors and/or missing components. The work is only partially understandable and thorough.	Some written work shown but with many errors and/or missing components. The work is barely understandable, if at all, and is not thorough.	No written work shown.