

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Adult and Career Education

GUIDELINE NO. 67 (Rev.)  
February 6, 2014

SUBJECT: GRADING POLICIES FOR ADULT SECONDARY INSTRUCTION

- I. Purpose
- II. Competency-based grading
- III. Informing students about the grading system
- IV. Procedures for scores below eighty percent (80%) in AIS and II Labs
- V. Grading in teacher-directed classes

This Guideline supersedes Guideline No.67 issued on November 6, 2008. The content has been updated to reflect changes in Division policy.

I. PURPOSE

The purpose of this guideline is to define grading policies for Division Adult Secondary Education (ASE) courses and to ensure uniformity and compliance throughout Division schools. It applies to courses being taken in labs, Adult Independent Study (AIS) and teacher-directed classes.

II. COMPETENCY-BASED GRADING

All courses offered by the ASE program are competency based. To complete any assignment or assessment, a student must demonstrate a score of 80% or higher.

The following grading scale is used in all ASE courses. It should be reviewed with the student, posted in class and included in student orientations.

Grade	A	B	C
Percentage Scale	100 – 93%	92 – 88%	87 – 80%

III. INFORMING STUDENTS ABOUT THE GRADING SYSTEM

Upon enrolling in a course of study, the instructor gives the student an orientation into the course and the protocols for studying in the class or lab. The student's short and long-term goals are discussed. If the student is studying in a lab, a timeline for completing assignments is established to keep the student on track and provide realistic expectations for dates of completion. The grading system, testing policy and issuance of credits are explained. Student performance and progress are monitored throughout the term. A written document with protocols and grading policies is given to the student.

#### IV. PROCEDURES FOR SCORES BELOW EIGHT PERCENT (80%) IN AIS AND II LABS

AIS and II Lab students complete the learning objectives on DACE Individualized Instruction contracts at their own pace until they achieve 80% competency in every assignment. Student contracts are valid for one year.

When an AIS or II Lab student achieves a score below 80% on the first attempt at an assignment or assessment, it must be redone.

“Re-do” attempts must be done with the support of the instructor. Teachers should consult with students who are unable to pass to determine the nature of the difficulty and plan the support and reteaching that is necessary. If available, alternative forms of a test should be used for retesting. No score above 80% will be awarded for a “re-do” assignment.

Instructors may need to refer students who score less than 80% on an excessive number of assignments to the counselor to be reevaluated.

#### V. GRADING IN TEACHER-DIRECTED CLASSES

Assignments will be scored according to the grading scale on page 1 of this guideline. Teachers should provide grading policies to students in the syllabus at the beginning of the course. Students who are unable to achieve competency prior to the class’s ending date should repeat the course. An “NC” (No Credit) should be recorded on the roster.

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