



Grading Practices

School: Princess Anne High School

Subject(s): Keyboarding and Keyboarding Applications

Grade Level: 9th-12th

Homework

All textbook work must be completed in class or during lab. Online tutorial classwork in Edu-Typing.com can be completed at home if extended time is needed. Students are encouraged to practice at home to increase their speed and accuracy.

Late Work

Students are allowed to make up missed classwork during classroom time, Lab, or Academic Study block. Incomplete assignments due to speed and accuracy are due at the end of each unit and may be completed by attending lab.

Explanation of Zeroes

Zeros are given for classwork that no attempt was made within the allotted time. Extended time is giving to all students until the end of the grade period. Missing assignments “0” zeros will be calculated in the gradebook until completed. Once assignments are complete, grade changes will be made prior the end of the grade period.

Reassessment

Redos and Retakes Students will have two-weeks to demonstrate they have learned the material and are prepared for a redo or retake. Students are permitted to redo timed writings and practices for a reassessment.

Make-up Work

Students are allowed to make up missed classwork during classroom time, Lab, or Academic Study block.

Extra Credit

Students are course driven and are able to redo or retake for a reassessment grade.

Future Business Leaders of America- Professional Points are available for students that participate in activities approved through our professional organization.

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