# Central Okanagan School District
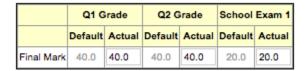
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# END OF SEMESTER REPORTING

Secondary School Notes

# About This Guide

This guide is targeted to Middle/Secondary school teachers, and only reflects differences in a reporting period in which a course is completing.

# Term Weighting

In most cases, teachers will not be required to adjust term weighting. The default for a semester source are shown below (Grade Top Tab, Details Side Tab)

| | Q1 Grade | | Q2 Grade | | School Exam 1 | |
|---|---|---|---|---|---|---|
| | Default | Actual | Default | Actual | Default | Actual |
| Final Mark | 40.0 | 40.0 | 40.0 | 40.0 | 20.0 | 20.0 |

Note that for courses without a school exam, there is no need to adjust the Q1 and Q2 grades, since they are both equally weighted already, and will simply ignore a blank school exam mark.

# End of Course Post Columns – Term

In additional to the standard Grade, WH and Com columns, there will be two additional columns called SchExam and Final.

| Student Fields | Grade Columns | Term | Status | Class | Post Grades... |
|---|---|---|---|---|---|
| Default Fields | Post Columns - Term | Q2 | ● Enrolled ○ Withdrawn | YHRA-2B- | Add Assignment |

| Name | YOG | Q2 | Q2 Grade | Q2 WH | Q2 Com | SchExam S1 | Final |
|---|---|---|---|---|---|---|---|
| | | | | | | | Update |

## SchExam Column

The SchExam column is a <u>percentage</u> column for the school final exam. For courses that do not require a school exam, leave this blank. Blank percentages are ignored in final mark calculation.

## Final Column

The final column displays the school final mark, taking into consideration both term marks and school exam. This column may be manually entered or automatically calculated via the Update button.

**UPDATE BUTTON**

The Update button will calculate the mathematical weighted average of the two term marks and school exam, based on the term weighting in Class Details (Gradebook Top, Details Side). If no school exam is required (and it is blank), it will be ignored.