

GRADING ADMINISTRATION: CONFIGURING A GRADE OF “EXEMPT” or “NO GRADE”

I. Definition of a Grade of “Exempt” or “No Grade”

What is the intent of a Grade of Exempt?

The intent of a grade of Exempt is to allow a teacher to explicitly state – in essence – that the student will not receive a grade and that this grade of ‘no grade’ should not count in any way against the student. For example, if a student is *exempt* from taking a final exam, the “Exempt” as a grade for the final exam should allow the student’s Final Grade to be computed exclusively from their marking period grades.

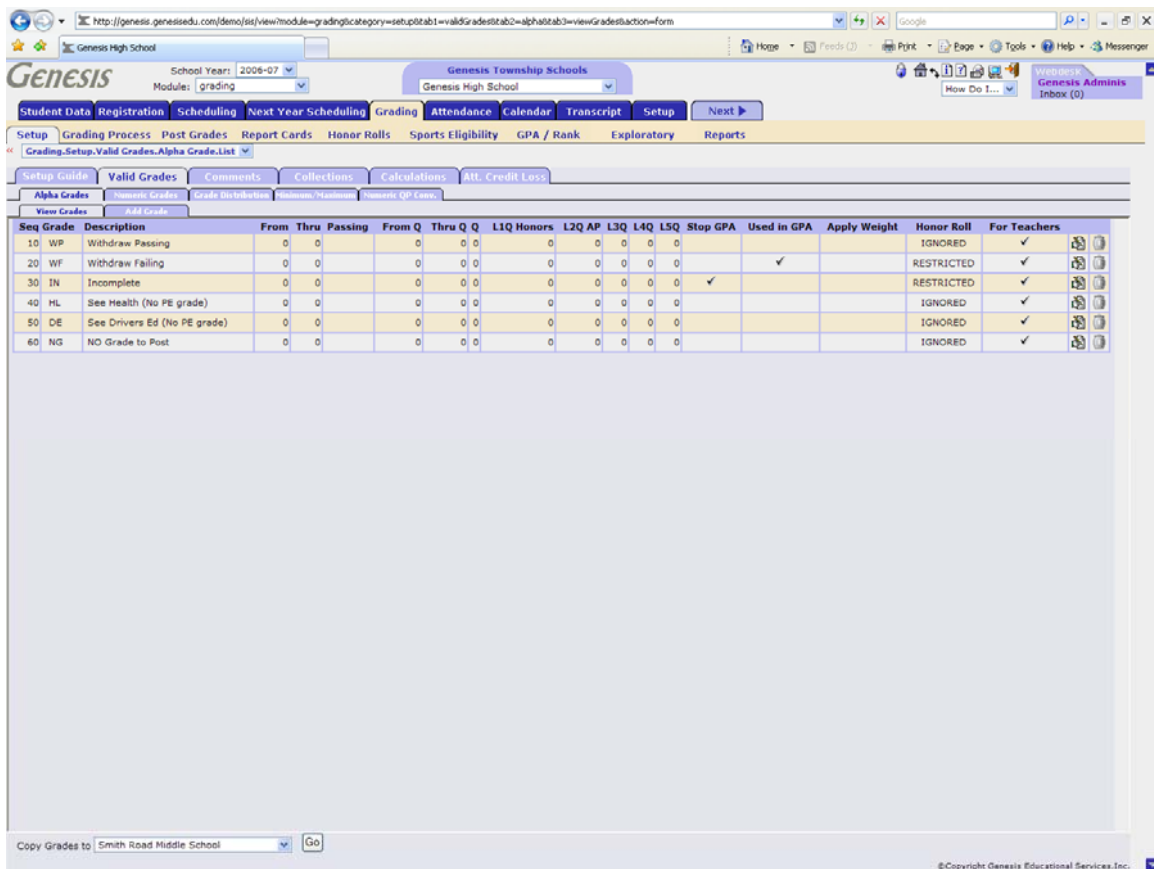


Figure 1 – The Grading→Setup→Valid Grades→Alpha Grades Screen lists all Alpha Grades

What effect should a grade of Exempt have on the student’s grade for a course?

A grade of Exempt for one component of a course – typically though not exclusively for an Exam – the student’s Final Grade in the course should be calculated only from the Marking Period and Exam grades they *do* receive and they should not be punished in anyway for getting the grade of Exempt.

Is a Grade of Exempt an Alpha Grade?

Technically, a grade of Exempt both is and is not an Alpha Grade:

- The exempt grade is defined on the [Grading→Setup→Valid Grades→Alpha Grades](#) screen and in that sense it is an alpha grade. It is included in the drop down of "Alpha Grades" on the Genesis post grades screens ([Grading→Post Grades](#) and [Gradebook→Post Grades](#)).
- The exempt grade is **not** an Alpha Grade in the sense that it is not part of the typical set of A,B,C, D, F that confers an actual grade on a student. As such, when you create the grade (see below), it must be flagged specifically as **not** being an Alpha Grade.

Can more than one "Exempt" Grade be Created?

You cannot create two grades with identical codes, however, you can create multiple grades that have different "names" but have the same effect on the student. It is possible, for example, to create a grade of "No Grade" and a grade of "Exempt" – which do the same thing to the student's GPA but have a slightly different meaning.

Can a Grade of Exempt be used as a Final Grade?

As it is defined here (see below) a grade of 'exempt' cannot be used as the Final Grade for a course. Typically it is to be used to exempt a student from an exam (e.g. a midterm or a final exam).

Can a Grade of Exempt be used for Interims (i.e. for Progress Reports)?

As it is defined here (see below) a grade of 'exempt' cannot be given as an Interim grade (that is, as a grade on a Progress Report).

II. Configuring a Grade of "Exempt"

Grading→Setup→Valid Grades→Alpha Grades→Add/Modify Grade

The screenshot shows the 'Modify Alpha Grade' screen for Piscataway High School. The interface includes a navigation menu at the top with options like Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. Below this, there are sub-menus for Setup, Grading Process, Post Grades, Report Cards, Honor Rolls, Sports Eligibility, GPA / Rank, Exploratory, and Reports. The main content area is titled 'Modify Alpha Grade for Piscataway High School' and contains the following fields and options:

- *Grade: NG
- *Sequence: 60
- *Description: NO Grade to Post
- *Quality Points: 0.0
- *Category Code: N
- From Numeric Value: 0
- Thru Numeric Value: 0
- *Used for GPA?: Yes No
- *This is a letter grade (A..F): Yes No
- *From Quality Points: 0.0
- *Thru Quality Points: 0.0
- *Passing Grade?: Yes No
- *Prevents GPA Calculation: Yes No
- *Effects Honor Roll: IGNORED
- *Apply GPA Weight: Yes No
- *Special GPA Weight: 0.0
- *Post Final Grade: Yes No
- *Use in Interim: Yes No
- *Use in Marking Period: Yes No

At the bottom, there are fields for 'Quality Points (Courses weighted as RANK or FLAG)' for Levels 1, 2, 3, 4, and 5, and a 'Modify' button.

Figure 2 – The Grading→Setup→Valid Grades→Alpha Grades→Modify Grade Screen

A Grade of Exempt

The procedure below will create a specific grade of Exempt. This grade will have the following characteristics:

- It will cause the final grade for the course to be computed
- It will not affect the student's GPA.
- It is a passing grade – it will not cause the student to flunk the course.
- It will not prevent the student's GPA from being calculated
- It cannot be the Final Grade awarded for a course.
- It will not affect the student's course grade in any way (except that the course grade will be computed without it).

The parameters for the grade of Exempt are set in such a way as to do no harm to the student.

Procedure to Create an Alpha Grade of Exempt

1. Go to the [Grading->Setup->Valid Grades->Alpha Grades](#) screen.
2. Click on the tab to define a new alpha grade. This brings up the [Grading->Setup->Valid Grades->Alpha Grades->New Grade](#) screen.

3. Define the new alpha grade with the settings shown below. *Please enter all values exactly as shown for all fields except the "Grade" and "Description" fields, which may contain whatever you wish.*
 - **Grade** - Whatever code you wish a grade of exempt to have (e.g. "EX", "E", "NG"...)
 - **Description** – Whatever description you wish for the grade
 - **Quality Points: 0**
 - **Category Code: N**
 - **From Numeric Value: 0**
 - **Thru Numeric Value: 0**
 - **Used for GPA: NO**
 - **This is an Alpha Grade: NO ← Important**
 - **From Quality Points: 0.0**
 - **Thru Quality Points: 0.0**
 - **Passing Grade? YES**
 - **Prevents GPA calculations: NO**
 - **Affects Honor Roll: IGNORED** (this is the selection you make)
 - **Apply GPA Weight: NO**
 - **Special GPA Weight: 0.0**
 - **Post Final Grade: NO**
 - **Use in Interim: NO**
 - **Use in MP: YES**
 - **This Grade is for use by Teachers? YES**
 - **Quality Points:**
 - **Level1: 0.0**
 - **Level2: 0.0**
 - **Level3: 0.0**
 - **Level4: 0.0**
 - **Level5: 0.0**
4. Click **Add** to add the new grade of "Exempt".

Once the exempt grade has been created it will appear in the "Alpha Grade" drop down list on all "Post Grades" screens ([Grading→Post Grades](#) and [Gradebook→Post Grades](#)). Can a

Using the Grade of Exempt for Interims (i.e. for Progress Reports)

To allow the exempt grade to be given for Interims, change the setting of the **Use in Interim** field from **NO** to **YES**.