

Procedure for giving the grade 1 at SVOBE Schools

Students can be given a grade 1 for the following reasons:

Irregularities

Irregularities include, for example, cheating, giving way to cheating, unauthorized talking, unlawful absence, taking over (parts of) other people's work (plagiarism).



Procedure in validating the grade 1:

- Irregularities are handled by the subject teacher. The measure is to assign the grade 1.
- The grade 1 should be indicated in Somtoday with the reason/irregularity. This should also be emailed to the mentor and cc the Coordinator on the same day of the incident.
- Should Management disapprove of the reason for the given grade 1, this will be communicated with the subject teacher and mentor.
- The mentor informs the parents/guardians of the grade 1 given with the reason.

Make-up written test (SO's and PW's, quizzes, practical assignment (PO)/ experiments etc.) procedure

- Make-up tests must be done within 5 school days (1 week) upon return to school.
- The subject teacher places a '*' in SOMToday pending the make-up test. By placing the asterisk (*), the system no longer calculates an average. Once the student has made up the test, the asterisk will be removed and the grade will be entered in SOMToday.
- On the first day back to school, the student reports to the office to hand in the absent note or doctor's letter to be allowed to do the make-up test. Please note that on the first day back to school, the 5 day make-up policy commences.
- If the student is granted permission to make-up the missed test, student will receive a "make-up test" form from the Coordinator and the student must arrange with the subject teacher a set date and time to complete the missed test(s).
- If the student **fails** to make up the test at the agreed date and time without giving a valid reason approved by the coordinator/department head, the grade 1 will be placed in Somtoday. In this case the subject teacher informs the mentor and coordinator immediately. The mentor informs the parents/guardians of the grade 1.
- If students could not contact the subject teacher within the 5 given school days (with the make-up test form) to plan the make-up test, the student reports immediately to the mentor and the coordinator.

Make-up practical assignment/ experiments, project, book reports, etc. procedure

- Late assignments will only be accepted for 5 school days after the given due date.
- The subject teacher must inform the mentor of the unsubmitted assignment; the mentor will inform the parent.
- When the assignment is submitted the assignment must be graded prior to any points being deducted. The original grade must be visible on the paper as well as the reductions due to tardy submission.
- For each day that the assignment is submitted late, 10% of the given grade will be deducted each day with a maximum of 5 days.
- If the student **fails** to submit the assignment by the new due date, without giving a valid reason or without having an excused absence approved by the coordinator/department head, the grade 1 will be awarded. In this case the subject teacher informs the mentor and coordinator immediately. The mentor informs the parents/guardians of the grade.

Same procedure applies for online classes.