

Assignment #7

The purpose of this assignment is to examine the record keeping and grading procedures for one of your resource teacher's classes, one that you are observing and/or teaching. Describe the record keeping system that your teacher uses. Do not identify the teacher, school, or district.

Below are extended questions. Respond in complete sentences to each set; the idea is to have you develop a comprehensive picture of the record keeping and grading procedure.

1. Is there a required medium format for record keeping (such as teachers being required to entering grades into an electronic gradebook) you must use? If so, what is it and do you like using it? If not, what do you use to keep track of completed assignments and grades/points earned?
2. Do you provide students with their updated grades and class progress throughout the grading period? Do you think I should to this? How often? Why or Why Not?
3. How would you describe the transfer process for new students who enter your classroom after the beginning of the year? What steps might I take to make it smooth? Should I compensate for how the curriculum is taught with new students?
4. Do you modify your classroom testing system for students in your classroom for whom English is not their first language? What is your reasoning behind this?
5. How are parents and/or guardians informed of student grades? What procedures do you follow when parents/guardians have concerns and issues with their children's grades?
6. How do you feel about grading on participation? If I choose to use it, how much do you feel I should weigh that grade in terms of final outcome?
7. Where do you get your classroom test items and assessment ideas? From teacher's guide associated with the textbook? From a departmental or school required item bank? From your own creation?
8. Do you reuse assessment and test items from year to year? Why or Why Not?

On the following page you will find the scoring rubric used by the instructor to determine the number of points you will be awarded on this assignment.

3710 Assignment #7. In awarding points for this assignment, each numbered question is worth a potential of one point. Since there are 8 numbered questions, there is a total potential of 8 points available on this assignment. Below is the scoring rubric with your points and final score filled in:

Name of Student:		
Question Number	<u>Score of "0"</u> One or more than one of the sub-questions was not answered	<u>Score of "1"</u> All sub-questions were answered
1		
2		
3		
4		
5		
6		
7		
8		
Final Score		
Comments:		