



TEACHER CERTIFICATION THAT WORKS FOR YOU.



## **ESD-U Grading Policy**

Instructors are required to assess teacher candidates' competencies through Key Assignments, Discussions, etc. Grades are given to the competency rather than the assignment. One or more assignments may be used to assess a single competency. There may also be multiple competencies assessed by a single assignment.

Grades for each competency are assessed on a scale of 1-4; where candidates must have a minimum of a 3 on a competency to be passing. A score of 3 or higher on all competencies within a class is required for a passing grade in the class.

- 1 - Substantially below standard
- 2 - Does not meet standard
- 3 - Meets standard
- 4 - Exceeds standard

### *Submission of Drafts*

Major assignments and grading are typically at the discretion of instructors and department leaders. For courses in which the primary or sole assessment is a final paper, instructors are *strongly encouraged* to require submission in a minimum of two stages, a first draft and a final draft. Due to the nature of the ESD-U schedule, submission of one draft on the last day of class does not allow candidates sufficient time to reflect upon the feedback they receive in order to refine their paper and submit their best work for evaluation, since they are heavily focused on their next course's assignments once their paper is submitted.

To support a growth mindset, faculty are encouraged to allow candidates to redo assignments in order to meet competencies. If after the grading period [2 weeks after assignment due date], candidates are still unable to meet the competencies, consultation with the program leaders is encouraged. Possible options for resolution will include the negotiation of an incomplete agreement until the competencies are met, or a decision to require the candidate to retake the course. ESD-U will contact the candidate to establish a plan for completion. If no plan is made, grading will be taken over by the Program Director. If a plan is made and met, the instructor will continue grading; including communicating a new plan with the candidate should they need to make further edits.

### *Incomplete Grade Contract*

If the instructor and candidate agree that the best course of action in the case of unmet competencies is a limited period of extension to complete the work, and the planned completion date extends beyond two weeks following the end of the course, the agreement must be documented on the "Incomplete Contract" form. The Incomplete Contract, available from the program staff upon request, must be agreed upon and signed by both the instructor and the candidate no later than two weeks following the final course date. The Incomplete Contract will indicate (a) the coursework and competencies pending and (b) the deadline for all pending coursework to be submitted. If the coursework is submitted by the



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agreed-upon deadline and the candidate shows evidence of competency achievement, the instructor will submit a passing grade for the candidate to the program personnel. If the candidate does not submit the incomplete work by the deadline, the candidate will fail the course and will need to enroll in the course in the next cohort year.