

CALCULATING FINAL GRADES

1. **Determine the grading components.** Look at your course outline and determine the percentage that every assignment is worth. For example:
 - Assignment 1 is worth 30%
 - Assignment 2 is worth 20%
 - Assignment 3 is worth 50%
2. **Collect the scores** that the student received for each assignment.
3. **Add the points** that students received for each assignment so that you can get their overall grade. The way you do this depends on what score you marked each assignment out of for your students:

You may have graded students using points that are equal to its' percentage weight. For example, assignment 1 is worth 30% so you have marked students out of a maximum of 30 points. For assignment 2, which is worth 20%, you have marked students out of a maximum of 20 points. If you did it this way, then the grades for a student in your class would look something like this:

- Assignment 1 = 27 points out of 30
- Assignment 2 = 16 points out of 20
- Assignment 3 = 45 points out of 50

If you have graded this way, then you can add all the grades together: $27 + 16 + 45 = 88$. Then convert 88 into a percentage: $88/100 \times 100 = 88\%$. After this, look at our grading scale (below) and see what letter grade 88% corresponds, which is a B+. When entering the students' grades into RIO, you only need to enter the percentage mark of 88 not the letter grade.

You may have graded students marking all assignments out of 100%, so a student's grades may look like this:

- Assignment 1 = 90%
- Assignment 2 = 80%
- Assignment 3 = 90%

In this case, you will need to convert the percentage score into points based on the weighting of the assignment. For example, if a student received 90% in Assignment 1 which is weighted at 30%, you will need to determine how many points that equals. To do this, you would make the following calculations:

- Assignment 1 = $90/100 \times 30 = 27$ points out of 30
- Assignment 2 = $80/100 \times 20 = 16$ points out of 20
- Assignment 3 = $90/100 \times 50 = 45$ points out of 50

Now, add all the points together: $27 + 16 + 45 = 88$. Then convert 88 into a percentage: $88/100 \times 100 = 88\%$. After this, look at our grading scale (below) and see what letter grade 88% corresponds, which is a B+. When entering the students' grades into RIO, you only need to enter the percentage mark of 88 not the letter grade.

4. If you have marked students using a different system and are not sure how to calculate final grades, please see Sita so she can assist you in calculating the final grade.

College Grading Scale

The NBCCD College Grading Scale is used by the faculty and staff of the New Brunswick College of Craft and Design for the purposes of grading and calculating the Grade Point Averages (GPA) of assignments and courses. The following descriptions form the standards for the evaluation of student work and performance.

Letter Grade	Percent	Definition
A+	97-100	Indicates work that is exceptional, both technically and aesthetically. It is anticipated that few students will achieve this level as it is by definition extraordinary.
A	93-96	
A-	89-92	
B+	85-88	Indicates clear mastery of the materials, processes and problems presented in class
B	81-84	
B-	77-80	
C+	73-76	Indicates adequate understanding of the materials, processes and problems presented in class.
C	69-72	
C-	65-68	
D	60-64	Indicates difficulty understanding materials, processes and concepts, and is the lowest acceptable performance.
F	Below 60	Indicates failure. A grade of "F" will be recorded but not counted for credit, and will be used to calculate the grade point average.