

Guidelines 1/2018: Grading and exams

Effective from October 1, 2018; slightly modified in September, 2019 and February, 2022. The former Guideline 1/2015 is no longer valid.

These guidelines complement [Dean's Provision 20/2019](#) about grading and describe the examination in details.

Course components. Each course requirement (e.g., homework, midterm, final, attendance) is a separately graded component. The final grade depends on (i) the sum of points given to the components and (ii) compliance with the 50%-requirement(s) described below.

50%-requirement for one or more components. An instructor is allowed to require 50% fulfilment of one or more course components to pass the course (i.e., A-E). Which components are constrained by the 50%-requirement is up to the instructor.

Written tests. Pure substitution should be followed as a general rule within a single written test. That is, each portion of the test should be graded independently, and the overall number of points should be a sum of the points from the individual parts.

Grades. The thresholds for the grades are as follows:

- A: 90+ to 100
- B: 80+ to 90
- C: 70+ to 80
- D: 60+ to 70
- E: 50+ to 60
- F: 50 or less

Therefore, borderline results are assigned the lower grade (e.g., 90 is B).

Interpretation of grades is as follows:

- A: outstanding performance without errors
- B: above the average standard but with minor errors
- C: generally sound work with some errors
- D: fair but with significant shortcomings
- E: performance meets the minimum criteria
- F: considerable further work is required

Old 1-4 grades. To facilitate transition from the older 1-2-3-4 grading into the new A-B-C-D-E-F grading, please use the following mapping:

- A, B are for 1 (1+, 1-); C, D are for 2 (2+, 2-); E is for 3; and F is for 4.

Notice that in the official GPA calculations, the grades imply the following scores:

- A = 1, B = 1.5, C = 2, D = 2.5, E = 3, F = 4

Credible testing. If you suspect that the students may circumvent your testing procedures, please carefully check the credibility of your procedure. For instance, the students may easily share non-published problem sets from previous years. Or, students who use Aplia may easily download sample solutions from the Internet. The components where credibility is dubious (such as Aplia) may remain in place, but they should bear a very low weight in the overall grade.

No make-up for a finished overall A-E grade. Remember that if a student is given an overall grade A-E, the student cannot be offered a make-up (!).

Grade vs. no grade. If a student starts to fulfil the requirements of the course anytime during the semester (e.g. writes a midterm exam or submits a home assignment), a grade has to be recorded in SIS even if the student does not show up for the final exam. The grade is not recorded in SIS if and only if a student doesn't start to fulfil the requirements of the course.

Photo identification. In the case of an oral exam, please verify the identity of each student, e.g. using their photo in SIS or their ID card. In the case of a written exam, ask all students to prepare their student identity cards or other valid photo identifications before the test starts. The ID must be visible on their desk during the entire exam. During the exam, please walk around the room and randomly verify the students' identity.

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