

CYCU Directions for Student Grades

- Article 1 This direction is built to avoid confusion and to protect student's rights when it comes to dealing with problems about grades.
- Article 2 The grading of students should follow the School Law and Grading Regulations.
- Article 3 Student's outcome measures should follow the principles of fairness, openness and diversity. Each subject's ways of grading should follow the learning activities that are regulated in the "CYCU Curriculum Guidelines and Lesson Planning System." Teachers may not use only one kind of learning activity as the grading criteria for the final grade.
- Article 4 Teachers should log the grades of their students on i-learning once all of the subjects grading criteria is done calculating, for they are available to be seen by the students. This is for the students to know their academic performance so they can adjust their ways of studying, learning attitude and reduce their doubts on the teacher's grading.
- Article 5 Teachers should finish logging the student's grades within seven days after the test day. (The second semester test of graduation class would be their graduation test)
Teachers should make sure the calculation and logging is correct and complete. For the students that did not pass the class, teachers should recalculate the grades again for confirmation. All subject grades that have been uploaded onto the grade logging platform cannot be changed. Every column of learning activity grades and final grades cannot be null.
For verified make-up exams of subjects that attend the school's unified examination, the grades should be handed personally or sent with prompt registered mail to the Curriculum and Registration Division of the Office of Academic Affairs in paper forms within seven days after the make-up exam. (Including all of the subject's learning activities grade.)
- Article 6 Reports, quizzes and midterm exam papers that are to be graded should be returned to students or kept by the teacher for a year. Final exam papers should be kept by the teacher for a year. This is due to the policy of fairness and openness of student's academic performance, and for avoidance of conflicts related to grades.
- Article 7 Records will be written when teachers submit late grades and request grade correction. These records would be used later for judgment of further employment and various teaching evaluations. In severe cases that would cause grievance or litigation, the teacher

should pay for the fees related to the case as well as the correspondence administrative and law responsibilities.

- Article 8 Students who missed their exams should be graded with zero, with no makeup exams.
- Article 9 Fresh graduates that attend courses under their current year cannot take exams early, they should attend exams just like their juniors.
- Article 10 If the student's grades have errors on calculating or logging that need to be changed or grievance, the teacher needs to apply the request a week before the next semester of the error at latest. The reasons of this request does not include those that caused by the student him or herself. When applying, it should be in paperwork with correspondence evidence, send to the class's designated unit director for approval, then taken to the Academic Affairs Conference for deliberation. When needed, the teacher of the class should attend the conference as well for explanation.
- Article 11 If the student has questions about his or her grade, and the teacher confirms to not change the grade. Students can submit the "At School Grades Doubt Explanation" form to the Dean for verdict after his or her teacher's literal explanation. If the student is not happy with the result, they can air their grievance according to CYCU's Student Grievance Regulation.
- Article 12 Those that are not covered within this direction, will be taken to the School Law and related regulations.
- Article 13 This direction is approved by the Academic Affairs Conference, then announced and implemented by the principal. Same goes with editing the direction.