

BIMM and Multimedia Grading Policy

ASSIGNMENTS:

All computer assignments should be completed in class. No outside computer assignments will be accepted.

Unless otherwise specified, all printouts must have your name printed on the assignment. Printouts without printed names will not be graded.

All files should be saved in your student folder on the server.

GRADING POLICY:

Six Weeks:

Tests and Projects	60%
Daily Work	40%

Semester:

Six Weeks Average	80%
Semester Exam	20%

Tests and Projects:

A makeup test is required if you miss a test. You are allowed one day for each day absent to complete a missed test. A test should be made up on the first day you return if you knew about the test before the absence.

Daily Assignments:

Makeup work should be completed quickly so that you do not fall behind. You are allowed one day for each day absent to complete missed assignments.

Unexcused Absences

According to district policy, 20 points will be deducted from any missed work due to an unexcused absence. Students with unexcused absences will be required to take the semester exam.