GRADING SYSTEM AND PERCENTAGE EQUIVALENT

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| Major exams - 30 | 95-100 4 |
| Quizes - 20 | 91-94 3.5 |
| Recitation - 15 | 87-90 3 |
| Assignment - 15 | 83-86 2.5 |
| Practical exams – 10 | 79-82 2 |
| Participation – 10 | 75-78 1.5 |
|  | 70-74 1 |
|  | <70 R |

VERY IMPORTANT GUIDANCE, READ CAREFULLY AND CONFORM TO INSTRUCTIONS DILIGENTLY

MAJOR EXAMS-30. Compose of projects and written examination e.g. midterm and final. Midterm and final projects are worked out most of the time outside of classroom time period, presented/demonstrated personally and completely for full credit. No sending of videos or any other form of presentation/demonstration here. If you are to leave Manila for whatever reason i.e. some unexpected vacation agendas, on or before your scheduled date, your presentation/demonstration must be performed earlier. Inform the professor, if possible, 3 weeks before of any plan that won’t go along with your agreed presentation/demonstration schedule.

QUIZ-20. Simply quiz(es) and must not be neglected. May or may not be announced.

ASSIGNMENT-15. Compose of class activities, practical/online exercises and case studies performed outside of regular class schedules. Do your homework and read lessons especially before coming to class.

RECITATION-15. Composed of recitations, understanding and articulating what a subject is and its relationships to other subjects and subtopics, and is considered a major exercise, just like those above. It is conducted during regular class schedule. Recitation may or may not be announced.

PARTICIPATION-10. Regular participation in the class which simply saying or enumerating just a name or some facts, topics or subjects without elaboration.

LABORATORY-10. Delivery of lab exercises conducted during regular class schedule. In conjunction with your final project, some credit from here may be given, too, aside from the provided lab exercises, if any. Labworks must be presented/demonstrated in its entirety in the classroom in person only and is graded by your professor. No demonstration no credit.

DEADLINES. Activities not passed on time will not be given full credit. Beyond the deadline, work may still be passed but may only be given 70%. Failure to submit work, and that is after two weeks since the deadline have passed, will result to a 0 credit.

LMS/MOODLE->PIAZZA.com. Class standing is posted here. After activities have been performed and graded, credits may be recorded/reflected in the class standing and you may expect to be recorded in two weeks, maximum period.

REMEMBER ALWAYS. You are responsible in filling out those blanks in your grade records. Your professor is responsible however to compute them and determine if credits and before recording it to your name is well-earned. You may check and verify if correct grade has been recorded and if found to be incorrect please inform your professor immediately.

MEDIUM for submission. Some if not all activities are passed/submitted through email using rodel@urani.tel. Your FIRST WORK is to submit your email address with the following convention:

STRICTLY FOLLOW THE INSTRUCTION BELOW TO AVOID PROBLEMS IN RECORDING YOUR GRADES/CREDIT POINTS

SUBJECT: <USE YOUR COURSE CODE>

BODY <(1ST LINE): YOUR COMPLETE NAME, (2ND LINE): YOUR SUBJECT/THIS COURSE’s LONG NAME>. No need to include 1st and 2nd LINES, signature etcetera in the body of the email. Use only your own email address(es). If you intend to use your APC and personal email addresses to send your work to your professor, it is required that you include your other email as copy furnish. You must follow the trail of your first email the second time you submit or email your work. The third will trail the second email submitted and so on. All other emails including inquiries et al must use the email trail. Work submitted without using the trail may not be checked and graded.