

Guidelines for Grading - Bachelor Program

(Academic Year 2023-2024)

- **How and when do you provide the grades?**

Instructors are asked to provide their final grades within approximatively two weeks of the final exam week

notes-bachelor@polytechnique.edu.

For courses involving several instructors, please make sure that the final grades that you provide are the grades for the whole course (and not simply the part that was taught by you). Final grades will be published on reception, pending validation by **the Academic Council which takes place at the end of the semester**.

All grades (interim and final) should also be put on Moodle on a regular basis to allow students to monitor the results they are getting throughout the semester. Please, click on this [link](#) to watch a video tutorial that will help you through the process if you are not familiar with Moodle's "grade" section: (as it is in French, let us know if further help is needed). If you want to learn more about Moodle and the various digital tools at your disposal at l'X, do not hesitate to contact Latifa Berkous, latifa.berkous@polytechnique.edu (pedagogical engineer from the e-learning department).

As stated in the Academic Handbook (Article 8): *Once final exams are corrected and final grades are approved by the Academic Council, corrected final exam copies are made available to students upon request (...) Exams copies are provided electronically.*

(Article 14): Students may appeal their grades with "a written, duly justified and signed request which must be sent to the instructor in charge of the relevant course and copied to the Dean of the Bachelor program (Mr Patrick Le Tallec) within two weeks of the first business day following the publication of results at the end of the semester. The decision to modify the challenged grade belongs to the instructor in charge of the course

Furthermore, instructors from all semesters will be asked to extract three sub-lists of students identified as such at mid-term:

- **excellent students (if you have identified some)**
- **students at risk**
- **students in great difficulty**

This information is particularly important to spot academic difficulties that may affect students before the semester is completely over and to provide them with adequate support and advice. **These lists should be sent to notes-bachelor@polytechnique.edu (copy the Year Officer) with the course code in the subject of the e-mail.**

- First Year Officer: Mrs Sarah Venditti sarah.venditti@polytechnique.edu
- Second Year Officer: Mrs Nadège Dufort at nadege.dufort@polytechnique.edu
- Third Year Officer: Mrs Lorraine Wowo lorraine.wowo@polytechnique.edu

These sub-lists will allow the year officers to monitor students' performance and to make specific recommendations during the mid-term Academic Council.

- **Providing letter grades**

In line with the Academic Handbook, for full semester courses, the coursework grade should amount to at least 50% of the total grade. The Academic Handbook can be downloaded [HERE](#). You will be asked to specify the respective value of the coursework grade (at least 50%) and the final exam grade (if there is a final exam) IN YOUR OFFICIAL SYLLABUS, syllabus to be uploaded on SYNAPSES (<https://synapses.polytechnique.fr/>) before the start of the course. To avoid confusion and grade appeals, you should clearly define your grading system and how it translates to the final letter grade within the syllabus. Please download the template [HERE](#).

As stated in the Academic Handbook (Article 9): *"More than three unexcused absences from courses with small groups such as tutorials, labs, seminars, sports and language classes will result in a maximum **coursework** grade of C. Absences and tardiness during lectures can be penalized by the lecturer and may impact the coursework grade.*

Background information

The bachelor program uses letter grades. In particular, for each course, what appears on the students' transcripts is only the final **letter grade** (from A+ to F). These letter grades indicate the level which the student has achieved in a given course's academic objectives. As stated in the Academic Handbook, the letter grades mean the following:

A+: *The course's academic objectives were surpassed and the student has gone above and beyond expectations*

A: *The course's academic objectives were attained and the student has demonstrated particular efforts during the course*

A-: *The course's academic objectives were attained and the student has demonstrated some efforts during the course*

B+: *The course's academic objectives were attained*

B, B-: *The course's academic objectives were generally attained*

C: *The course's academic objectives were generally attained with some persistent weaknesses*

D: *The course's academic objectives were minimally attained with persistent weaknesses*

E: *The course's academic objectives were not attained*

F: *The course's academic objectives were not attained as the student demonstrated no or little effort (e.g. numerous unexcused absences, failure to attend exams) and/or committed/attempted to commit an academic offense (e.g. cheating, plagiarism)*

Grades ranging from A+ to D are passing grades which allow students to receive ECTS credits. Grades of E and F allow students to take remedial exams.

Transcripts also include a GPA for each semester and a cumulative GPA. GPAs are based on a scale of 4.0 and are weighted and calculated as follows:

A+	4,3
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C	2
D	1
E/F	0

Ideally, the goal is to have a course average GPA of at least 3.6, in line with the international standards and with other programs at École Polytechnique (the average course GPA for the Ingénieur Polytechnicien Program is typically 3.7). You can also use this rule with a corresponding round off rule to build your final grade from the different coursework and exams, if those were already graded by letters.

If you feel that a student, especially in Year 1, deserves a failing or very weak grade, and that this drives the course's average way down, you may exclude that specific grade from the target average calculation.

Further instructions on how and when to enter the final grades will follow (depending on the technical upgrades available on SynapseS).

Should you have any other questions regarding the grading system, please contact

notes-bachelor@polytechnique.edu.