Appendix 2. Roster

1. Register score by **100% grading scale**. For the last three columns of ***Semester Score, Final Score*** and ***Total Score*** *(each score is a percentage out of 100%)***, leave them blank** until you have input the *Semester Score* and *Final Score* into Tianhua正方教务系统. The *Total Score* will be calculated by the computer. Write down the scores **below 60 in red**.
2. The Final Score of written exam should be exactly the same as the score on test paper.
3. **100% Total score = (up to) 60% Semester score + 40% Final score.** Discuss with the coordinator first when you decide to change the percentage of semester score higher than 40%.
4. Semester score includes homework **assignments, quizzes, attendance** and etc. Keep a record of them regularly. For the attendance, please use the symbols listed at the bottom of the ROSTER. **Keep three samples** of each assignment.

Shanghai Normal University Tianhua College

International Program Grading Sheet

Term/Time		Class/Section	2017 SNU/TH-SIU Joint program, Graphic Design, section 1	Lead Teacher	
Course Name		Classroom		Teaching Assistant	

No.	Student ID	Name	English Name	Email	Attendance/Participation																Grading Notes					Notes	Semester Score	Finals	Total
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Project 1	Project 2	Project 3	Project 4	Project 5		60%	40%	100%
1	17362101																												
2	17362102																												
3	17362103																												
4	17362104																												
5	17362105																												
6	17362106																												
7	17362107																												
8	17362108																												
9	17362109																												
10	17362110																												
11	17362111																												
12	17362112																												
13	17362113																												
14	17362114																												
15	17362115																												
16	17362116																												
17	17362117																												
18	17362118																												
19	17362119																												
20	17362120																												
21	17362121																												
22	17362122																												
23	17362123																												
24	17362124																												
25	17362125																												
26	17362126																												
27	17362127																												
28	17362128																												
29	17362129																												
30	17362130																												

Note: 1 - Present, 0 - Absent, E - Excused Absence, L - Late