

Ken O'Connor's 15 Fixes

1. **Don't include student behaviors in grades;** include only achievement.
2. **Don't reduce marks on "work" submitted late;** provide support for the learner.
3. **Don't give points for extra credit or use bonus points;** seek only evidence that more work has resulted in a higher level of achievement.
4. **Don't punish academic dishonesty with reduced grades;** apply other consequences and reassess to determine actual level of achievement.
5. **Don't consider attendance in grade determination;** report absences separately.
6. **Don't include group scores in grades;** use only individual achievement evidence.
7. **Don't organize information in grade records by assessment methods or simply summarize into a single grade;** organize and report evidence by standards/learning goals.
8. **Don't assign grades using inappropriate or unclear performance standards;** provide clear description of achievement expectations.
9. **Don't assign grades based on a student's achievement compared to other students;** compare each student's performance to preset standards.
10. **Don't rely on evidence gathered using assessments that fail to meet standards of quality;** rely only on quality assessments.
11. **Don't rely only on the mean (average);** consider other measures of central tendency and use professional judgment.
12. **Don't include zeros in grade determination when evidence is missing or as punishment;** use alternatives, such as reassessing to determine real achievement, or use "I" for Incomplete or Insufficient Evidence.
13. **Don't use information from formative assessments and practice to determine grades;** only use summative evidence.
14. **Don't summarize evidence accumulated over time when learning is developmental and will grow with time and repeated opportunities;** in those instances, emphasize more recent achievement.
15. **Don't leave students out of the grading process.** Involve students; they can – and should – play key roles in assessment and grading that promote achievement.