

# ANNEX 1 to Grading Table Data Template Instructions

**Completing the Template**

As illustrated in the main document above, we include all the degrees at Bachelor and Master Levels in the Template. In the Bachelor Degrees the first year is left out. We go back at least 2 academic years. We also add the ISCED code per degree and the official title of the degree.

**Further explanations**

The following is only for illustration purposes. The template for entering the data only requires filling in the number of occurrences for each grade and the total number of grades. **The frequencies are calculated inside the Egracons Tool itself**.

## Calculating the frequency distribution for each degree grading table

The frequency distribution of pass grades for a given degree course program can be calculated through the following steps:

select all relevant course units (CUs) within a specific degree course program (P) ($M\_{TOT}$>30)

1. for all course units do the following: for each grade within the scale used (mk, mk-1, …,m0) equal or better than the pass grade (m0), count how many times students obtained that grade within at least the last 2 years (call these counts Mk, Mk-1, …, M0)
2. calculate the total number of times students obtained equal or better than the pass grade, this value is $M\_{TOT}=\sum\_{i=0}^{k} M\_{i}$
3. For each grade the frequency distribution is $F\_{k}= ^{M\_{k}}/\_{M\_{TOT}}×100$. This does not have to be indicated in the template. We calculate a result specific to 2 decimal points and report in numeric fields.

## Calculating the accumulated frequency distribution for a degree grading table

The accumulated frequency distribution can be calculated from the frequency distribution (described in the previous paragraph) through the following steps:

Afi is the accumulated frequency for the grade mi

1. Afk = Fk
2. Afk-1 = Afk + Fk-1
3. Afk-2 = Afk-1 + Fk-2
4. ……….
5. Af1 = Af2 + F1
6. Af0 = Af1 + F0 (this value will always be 100)

## Explained example (in full)

Degree course programme: Ba in biological sciences

Course units: Math, Physics, Biology (and many others)

Pass grade *m0* = 10

Passing grades within the grading scale in use: *mk* = 20, *mk-1* = 19, …, *m1* = 11, *m0* = 10

For a Bachelor do not consider the first cohort of the degree (so use BA2, BA3, possibly BA4), for a Master consider all years (MA1 and MA2 (if applicable)). These cohorts are determined for at least the last 2 academic years.

Within these last 2 academic years:

* Total number of times students obtained a grade ≥ 10 for any of the course units: *MTOT* = 3968
* Number of times students obtained a grade = 10 for any of the course units: *M0* = 627
* Number of times students obtained a grade = 11 for any of the course units: *M1* = 905
* See table below

|  |  |
| --- | --- |
| Grade | **Tot.num.** |
| 20 | **0** |
| 19 | **69** |
| 18 | **139** |
| 17 | **139** |
| 16 | **557** |
| 15 | **696** |
| 14 | **348** |
| 13 | **209** |
| 12 | **279** |
| 11 | **905** |
| 10 | **627** |
| **TOTAL\_MARKS** | **3968** |

The template for entering the data only require the number of occurrences (no decimals) of each grade and the total number of occurrences. The frequencies are calculated inside the Egracons Tool itself.

* Frequency (calculated inside the tool): *F0* = (627 / 3968) \* 100 = 15.79;

*F1* = (925 / 3968) \* 100 = 22.81;

and so on, see table below.

|  |  |  |
| --- | --- | --- |
| Grade | Tot.num. | **Frequency (%)** |
| 20 | 0 | **0** |
| 19 | 69 | **1.75** |
| 18 | 139 | **3.51** |
| 17 | 139 | **3.51** |
| 16 | 557 | **14.04** |
| 15 | 696 | **17.54** |
| 14 | 348 | **8.77** |
| 13 | 209 | **5.26** |
| 12 | 279 | **7.02** |
| 11 | 905 | **22.81** |
| 10 | 627 | **15.79** |
|  | Total  | **100** |

* For the accumulated frequency start from the highest grade:

*Af10* = *F10* = 0 %

*Af9* = *Af10 +* *F9* = 0 % + 1.75 % = 1.75 %

*Af8* = *Af9 +* *F8* = 1.75 % + 3.51 % = 5.26 %

*Af7* = *Af8 +* *F7* = 5.26 % + 3.51 % = 8.77 %

and so on, see table below

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Number of pass grades | Frequency (%) | **Acc. Frequency (%)** |
| 20 | 0 | 0 | **0** |
| 19 | 69 | 1.75 | **1.75** |
| 18 | 139 | 3.51 | **5.26** |
| 17 | 139 | 3.51 | **8.77** |
| 16 | 557 | 14.04 | **22.81** |
| 15 | 696 | 17.54 | **40.35** |
| 14 | 348 | 8.77 | **49.12** |
| 13 | 209 | 5.26 | **54.38** |
| 12 | 279 | 7.02 | **61.4** |
| 11 | 905 | 22.81 | **84.21** |
| 10 | 627 | 15.79 | **100** |