

Setting Exam Type & Weighting

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Some schools give students exams either once a year or each term. Here are the different ways teachers can give exams, how to indicate which classes take exams, and how to set those exam weights in Veracross.

Exam Types

Veracross knows which classes take exams and when based on the Exam Type that is set on each individual class record. This allows flexibility for some classes to take exams while others might not. Exam types can be set in batch, or individually by an administrator or teacher.

There are three possible exam type settings on the class: No Exam, Term Exams or Final/End of Year Exams.

No Exams

The "No Exams" option is used to indicate that a class does not take any exams during the year. This option is the default setting when classes are created and only needs to be changed if the class does in fact have an exam at some point during the year. In this situation, if an exam grade were to be entered in the Exam Grade field by mistake, it would still count as 0% of the student's grade in the class.

Term Exams

Selecting "Term Exams" means that course exams are taken every term (i.e. semester or trimester), and that exam grades should calculate directly in to that term grade. When "Term Exams" is selected, any scores entered in the 'Exam Grade' field on the Grades page in the teacher portal will factor in to the term grade. In other words, the exam grade factors in to the semester or trimester grade separately from other calculated minor grading period (i.e. quarter or trimester) grades.

For example, if exams should count as 20% of the student’s term grade, a class which has two quarters in a semester and takes term exams would have the semester grade calculated this way:

$$[40\% Q1] + [40\% Q2] + [20\% EXAM] = \text{Semester 1 grade}$$

Final/End of Year Exams

The “Final/End of Year Exam” option indicates that the exam grade entered will affect only the Final Grade in the class (grading period ALL). The exam grade will not be factored in to the semester or trimester grade like the example above. If the Exam Weight was set to 20% the exam grade would count for 20% of the student’s Final Grade in the class.

In other words, a class that has two semesters and takes a final exam would have their final grade calculated this way:

$$[40\% S1] + [40\% S2] + [20\% EXAM] = \text{Final class grade}$$

Setting Exam Types

There are three ways to set exam types for classes: in batch, individually in Axiom, or individually in the teacher portal.

* **Important Note:** only classes that use a “Numeric” Grading Method should have an exam type set.

Setting Exam Types in Batch

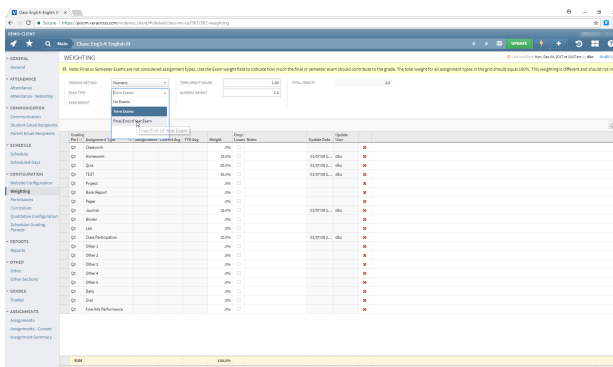
The screenshot shows the Axiom DEMO CLIENT interface. The main window displays a table of classes with columns for School Level, Primary Grade Level, Class ID, Exam Type, Description, and Term Credit Hours. A 'Query Results Actions' menu is open, showing options like 'Batch Update Records', 'Batch Delete Records', 'Export to Excel', and 'Send an email'. The table lists various classes such as 'English as a Second Language PK', 'Science 6 01', 'Social Studies 6 02', 'Latin IA 01', 'Latin IA 02', 'MSSpanish', 'Celebrating Spanish Culture', 'American History MS', 'Art 1 01', 'Art 1 02', 'Art 1 03', 'Art 1 02', 'Art 1 02', 'Art & Spring A', 'Band 7 01', 'Copy Storage', 'Drama 01', 'Drama', 'Advanced Language Arts T 01', 'Advanced Language Arts T 02', 'Advanced Language Arts T 03', 'Language Arts 7 01', 'Language Arts 7 02', 'Language Arts 7 03', 'Language Arts 7 04', 'Language Arts 7 05', 'Math 7 02', 'Math 7 03', 'Physical Education 7 Boys 01', 'Physical Education 7 Boys 02', 'Physical Education 7 Girls 01', 'Physical Education 7 Girls 02', and 'PrelAlgebra 7 01'.

School Level	Primary Grade Level	Class ID	Exam Type	Description	Term Credit Hours
Lower School	Pre-K	ESL PK	Term Exams	English as a Second Language PK	0.00
Lower School	Grade 6	SC6.01	Term Exams	Science 6 01	0.00
Lower School	Grade 6	SS6.05	Term Exams	Social Studies 6 05	0.00
Middle School	None	LATINIA.01	Term Exams	Latin IA 01	0.00
Middle School	None	LATINIA.02	Term Exams	Latin IA 02	0.00
Middle School	None	MSSpanish	Term Exams	MSSpanish	0.50
Middle School	Grade 6	Esp 1A	Term Exams	Celebrating Spanish Culture	0.00
Middle School	Grade 7	American History MS	Term Exams	American History	0.00
Middle School	Grade 7	ART1.01	Term Exams	Art 1 01	0.00
Middle School	Grade 7	ART1.02	Term Exams	Art 1 02	0.00
Middle School	Grade 7	ART1.03	Term Exams	Art 1 03	0.00
Middle School	Grade 7	ART1.3	Term Exams	Art 1 02	0.00
Middle School	Grade 7	Art&SpringA.01	Term Exams	Art & Spring A	0.00
Middle School	Grade 7	BAND7.01	Term Exams	Band 7 01	0.00
Middle School	Grade 7	Copy Storage	Term Exams	Storage 01	0.00
Middle School	Grade 7	DRAMA.01	Term Exams	Drama 01	0.00
Middle School	Grade 7	DRAMA.04	Term Exams	Drama	0.00
Middle School	Grade 7	LAYADV.01	Term Exams	Advanced Language Arts T 01	0.00
Middle School	Grade 7	LAYADV.02	Term Exams	Advanced Language Arts T 02	0.00
Middle School	Grade 7	LAYADV.03	Term Exams	Advanced Language Arts T 03	0.00
Middle School	Grade 7	LAYCP.01	Term Exams	Language Arts 7 01	0.00
Middle School	Grade 7	LAYCP.02	Term Exams	Language Arts 7 02	0.00
Middle School	Grade 7	LAYCP.03	Term Exams	Language Arts 7 03	0.00
Middle School	Grade 7	LAYCP.04	Term Exams	Language Arts 7 04	0.00
Middle School	Grade 7	LAYCP.05	Term Exams	Language Arts 7 05	0.00
Middle School	Grade 7	MATH7.02	Term Exams	Math 7 02	0.00
Middle School	Grade 7	MATH7.03	Term Exams	Math 7 03	0.00
Middle School	Grade 7	PE7BOYS.01	Term Exams	Physical Education 7 Boys 01	0.00
Middle School	Grade 7	PE7BOYS.02	Term Exams	Physical Education 7 Boys 02	0.00
Middle School	Grade 7	PE7GIRLS.01	Term Exams	Physical Education 7 Girls 01	0.00
Middle School	Grade 7	PE7GIRLS.02	Term Exams	Physical Education 7 Girls 02	0.00
Middle School	Grade 7	PREALGT.01	Term Exams	PrelAlgebra 7 01	0.00
Middle School	Grade 7	PREALGT.02	Term Exams	PrelAlgebra 7 02	0.00

If classes take the same type of exam, the Exam Type field can be set in batch from a Find Classes query. If the Exam Type field is not already in the query, add it and make sure the field appears in the query results. From the query results, use the Results drop down menu at the top of the query and select “Batch Update Records”. In the screen that pops up, choose the “Exam Type” field to update, select the appropriate exam type for the classes and click OK.

Setting Exam Types Individually in Axiom

To set the Exam Type for an individual class in Axiom, open the detail screen for the class and navigate to the “Weighting” tab*. Using the Exam Type field on the detail screen, select the exam type for the class and click “Update Class” when finished.



* Note: only classes that have a “Numeric” Grading Method will have the Weighting tab on their class detail screen.

Setting Exam Types in the Teacher Portal

Teachers can also set the Exam Type for their classes individually from the teacher portal.

Student	Calculated Grade	Sun - Mar 15 QUIZ Countries & Capita Max: 100	Sun - Mar 15 HOMEWORK Chapter 2 'Questic Test Max: 100	Fri - Mar 13 CLASSWORK Test Max: 100	Thu - Mar 12 PROJECT test project Max: 100	Thu - Mar 12 CLASSWORK Assignment 1 Max: 100	Wed - Mar 11 TEST Egypt Test Max: 100	Tue - Mar 10 CLASSWORK Test Assignment Max: 10	Thu - Mar 05 HOMEWORK Multiple choice Max: 15	Wed - Mar 04 HOMEWORK Book Report Max: 100	Mon - Mar 02 HOMEWORK Sample Assignmen Max: 100	Sat - Feb 28 HOMEWORK Problem set #2 Max: 100	Fri - Feb 27 CLASSWORK this is a test assign Max: 100	Thu - Feb 26 CLASSWORK The Coolest Assign test Max: 100	Wed - Feb 25 TEST Max: 100
Everett, Debbie	49.55	87	64	78	85	NREQ	89	10	✓	✓	100	100	NOT DISPLAYED	NOT DISPLAYED	NOT DISPLAYED
Harrell, yogi	55.62	76	95	✓	5	--	LTE	NTI	✓	LTE	100	100	--	--	--
Keenan, Edward	33.15	65	95	✓	5	--	100	5	LTE	✓	100	100	--	--	--
Knox, Brenda	81.48	65	95	✓	5	--	100	9	✓	✓	100	100	--	--	--
Lake, Joseph	68.39	65	95	✓	Complete	--	--	8	✓	✓	100	100	--	--	--
McDonald, Sean	55.98	54	95	NTI	Complete	--	--	7	LTE	LTE	100	100	--	--	--

To set the Exam Type for a class, teachers can navigate to the Settings tab of their class and choose the appropriate Exam Type there. When the teacher has selected the Exam Type, they can click the “Save Settings” button found at the bottom of the Settings page to set the Exam Type for their class.

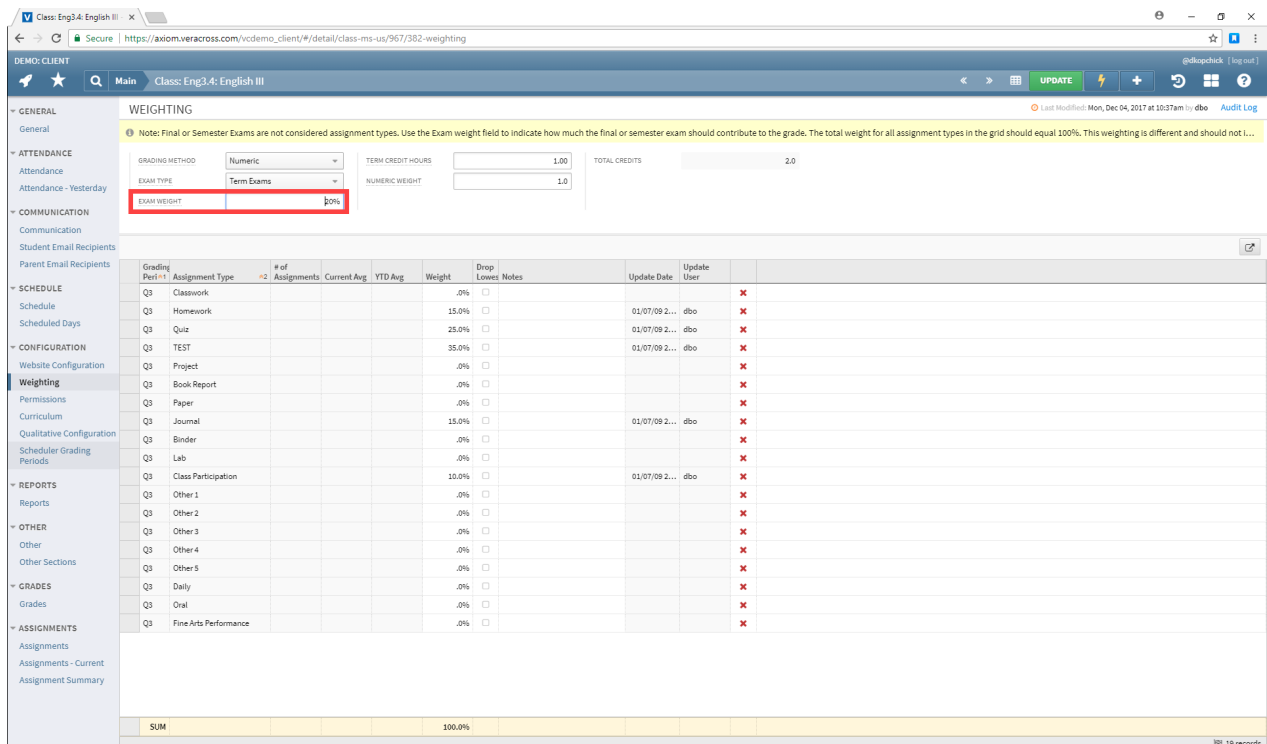
Setting Exam Weights

Exam weights are also set on a per class basis. The exam weight is what determines how much the exam grade should be worth for all the student grades in the class. Exam weights can be set in batch if all exams should be weighted the same across all classes, or they can be set separately for each class either in Axiom or the teacher portal.

Setting Exam Weights in Batch

Exam Weights can be set in batch from a Find Classes query (similar to how Exam Types can be set in batch). To set Exam weights in batch, add the “Exam Weight” field to a Find Classes query so that it appears in the query results. From the query results, use the Results drop down menu at the top of the query and select “Batch Update Records”. In the screen that pops up, choose the “Exam Weight” field to update, enter the appropriate exam weight in decimal format (e.g. enter 0.2 for 20%) and click OK.

Setting Exam Weights Individually in Axiom



The screenshot shows the Axiom software interface for a class named "Class: Eng3.4: English III". The "WEIGHTING" tab is active, displaying a form for setting exam weights. The "EXAM WEIGHT" field is highlighted with a red box and contains the value "20%". Below the form is a table of assignment types and their weights.

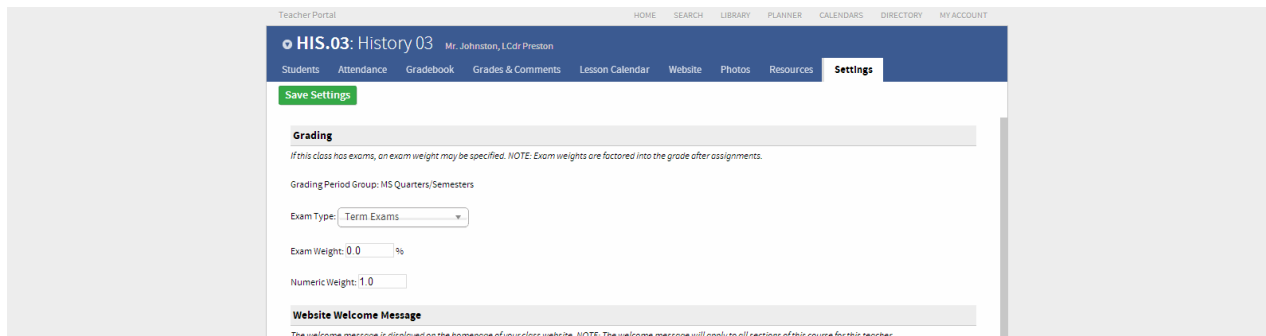
Grading Peri	Assignment Type	# of Assignments	Current Avg	YTD Avg	Weight	Drop	Lowes	Notes	Update Date	Update User	
Q3	Classwork				.0%	<input type="checkbox"/>					✗
Q3	Homework				15.0%	<input type="checkbox"/>			01/07/09 2...	dbo	✗
Q3	Quiz				25.0%	<input type="checkbox"/>			01/07/09 2...	dbo	✗
Q3	TEST				35.0%	<input type="checkbox"/>			01/07/09 2...	dbo	✗
Q3	Project				.0%	<input type="checkbox"/>					✗
Q3	Book Report				.0%	<input type="checkbox"/>					✗
Q3	Paper				.0%	<input type="checkbox"/>					✗
Q3	Journal				15.0%	<input type="checkbox"/>			01/07/09 2...	dbo	✗
Q3	Blinder				.0%	<input type="checkbox"/>					✗
Q3	Lab				.0%	<input type="checkbox"/>					✗
Q3	Class Participation				10.0%	<input type="checkbox"/>			01/07/09 2...	dbo	✗
Q3	Other 1				.0%	<input type="checkbox"/>					✗
Q3	Other 2				.0%	<input type="checkbox"/>					✗
Q3	Other 3				.0%	<input type="checkbox"/>					✗
Q3	Other 4				.0%	<input type="checkbox"/>					✗
Q3	Other 5				.0%	<input type="checkbox"/>					✗
Q3	Daily				.0%	<input type="checkbox"/>					✗
Q3	Oral				.0%	<input type="checkbox"/>					✗
Q3	Fine Arts Performance				.0%	<input type="checkbox"/>					✗
SUM								100.0%			

To set the Exam Weight for an individual class in Axiom, open the detail screen for the class and navigate to the “Weighting” tab*. In the Exam Weight field, enter the weight the exam should have as a percentage (e.g. enter 20 for 20%) and click “Update Class” when finished.

* Note: only classes that have a “Numeric” Grading Method will have the Weighting tab on their class detail screen.

Setting Exam Weights in the Teacher Portal

Teachers can also set the Exam Weight for their classes individually from the teacher portal.



To set the Exam Weight for a class, teachers can navigate to the Settings tab of their class and enter the appropriate exam weight there as a percentage (e.g. enter 20 for 20%). When the teacher has entered the appropriate exam weight, they can click the “Save Settings” button found at the bottom of the Settings page to set the Exam Weight for their class.
