

## Using Grade Scales

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Remark Test Grading Cloud utilizes grade scales to properly grade your tests. Grade scales are available at the account and teacher level, and can be applied to both the entire test and learning objectives. **To Access Account Level Grade Scales (must be an account administrator):** Click **Account Dashboard**, then select the ellipsis to access the **Account Settings**, and then **Grade Scales**. A default grade scale of A-F is already created for you (and used by default). This grade scale cannot be edited or removed. To create a new grade scale, click the **New Grade Scale** button. Note that you can also copy an existing grade scale and then edit it to save time. Enter a name for your grade scale, a letter grade, and a minimum score needed to achieve that grade. Note that 0 is always the last minimum grade. When finished, click the **Save Grade Scale** button. Choose the desired default grade scale for both tests and learning objectives from the drop-down lists at the top of the page. Any teachers who create tests from this point will utilize the defaults you set. **To Access Test Level Grade Scales:** By default, a grade scale for the overall test and learning objectives is applied to every test you create. If you wish to change the grade scale on a per test basis, edit the test answer key by selecting the class and test, and then clicking the Edit in the answer key line (or create an answer key if one does not yet exist). The current grade scale is listed under **Test Grade Scale**. To change it, click the ellipsis and then **Edit**. Enter the desired grades and minimum scores for each grade (with 0 being the last one). Click the **Save Grade Scale** button. If your test has learning objectives and you wish to change their grade scale, click **Aligned Objectives**. The current grade scale is listed under **Test Objectives Grade Scale**. To change it, click the **Edit** button. Enter the desired grades and minimum scores for each grade (with 0 being the last one). Click **Save Grade Scale** button. Click the **Go Back** button. Your tests are regraded with the updated grade scale(s). You may now review data, export data and run reports. Note: You can also create and edit your grade scales by clicking your Name, then Settings and then Grade Scales. Once created here, you can set them as defaults and apply to them to your tests by clicking the **Copy values from an existing grade scale** option in the answer key. ^ ^ ^

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