

BP 5912 Instructional Aide Grading Policy

Reference:

Education Code Section 88240-88249 and 72401(a); Title 5 Section 55020-55025

This policy is created to ensure compliance with established College grading standards as it relates to the use of non-faculty instructional assistants by faculty instructors in support of instructional faculty duties.

- 5912.1** The College employs and utilizes instructional aides under multiple titles. Hereinafter, “Instructional Aide” refers to College Assistants, Teacher Aides/Assistants, Instructional Aides/Assistants, Volunteers or any other categorical personnel title used or assigned for the assistance of faculty duties.
- 5912.2** By precedent, Instructional Aides are an integral and institutionalized component of colleges and universities. As permitted by California Educational Code Section 88244(a) any community college district may employ instructional aides to assist classroom instructors and other faculty in the performance of duties. As defined in Education Code Section 88243 and 88244(a), “an instructional aide shall perform only such duties as, in the judgment of the faculty to whom the instructional aide is assigned, may be performed by a person not qualified as a classroom instructor. These duties shall not include assignment of grades to students.” For purposes of this policy, the “assignment of grades to students” shall be interpreted only to mean the assignment of the final assigned course grades to appear on student transcripts.
- 5912.3** College Instructional Aides shall be permitted to assist faculty in the processing and assignment of grades that require no subjective or qualitative judgment on the part of the Instructional Aide. All subjective and qualitative grade determinations must be made by faculty alone. “Subjective and qualitative” in this context shall be read to apply to the evaluation and analysis of student work content and answer development. By contrast, Instructional Aides shall be permitted to perform simple numerical calculations and scoring of course assignments, homework, or exams as well as any standardized grade verification duties. Any grading conducted by the Instructional Aide that is not properly characterized by the allowable parameters stated in Section 5912.3 of this policy shall be permitted if in the professional judgment of the supervising faculty member it is unmistakably objective in nature. The supervising faculty member shall be solely responsible for any mistakes or errors made by Instructional Aides in the calculation of his or her assignment scores or grades.

5912.4 Instructional Aides utilized to assist faculty in permitted grading practices per this policy, and for assistance of faculty duties in general, must adhere to the guidelines and provisions of College Board Policy 527 (FERPA) as well as Administrative Procedure 5912 in order to ensure confidentiality of student records, matters, and all private institutional information.

5912.5 Each Instructional Aide will be required to attend a mandatory orientation regarding confidentiality of student records in the first semester the aide is hired.

See Administrative Procedures 5912

Approved 04/11/12