

**Step by Step instructions for filling in the Egracons Grading Table Data Templates**

1. **Introduction**

The present document contains instructions for filling in the Grading Table Template that can be used to send in the grading tables of an institution to the Egracons project for uploading into the Egracons database. In this document grades and marks are seen as synonyms.

If you want to know more about the elements that make up a grading table and some of the issues that present themselves, there is a **general introduction on Grading Tables** available [on the website](http://egracons.eu/document/grading-table-instructions-and-template). The present document, however, is about the data needed as input from HEIs for the Egracons Tool. The supplied data are the **actual numbers** of passed student exams (i.e. for which credits were acquired). No percentages have to be calculated.

The Egracons [**template**](http://egracons.eu/document/grading-table-instructions-and-template)on the website comes in **2 versions of Excel files.** In one you can fill in the data manually line by line and select the ISCED codes from a drop down list (Manual Entry), in the order you can copy and paste the data from your database (Copy and Paste) as long as you do not change the format of the template.The manual entry version requires you to enable macros**.** Either of the templates (**but no other Excel document**) can be used in order to upload the grading tables to the Egracons Tool. It is uploaded electronically, so the format is essential. Always check for the latest version on the website (latest version: 1.0 June 2015). Each institution will be asked annually in November/December to upload a new data set once the Tool is fully operational. In separate sheets you will find the available ISCED codes (do not use other codes) can be produced when uploading. A partially completed **example** of both template versionsis available on the website for reference.

1. **How to prepare the grading table data (see also the** [**general introduction**](http://egracons.eu/sites/default/files/Grading_Table_General_Intro_0.pdf)**)**

**Identification of the reference group for which the grade distribution will be calculated.**

* Separate frequency numbers (and hence grading tables) should be calculated for the 2 cycles of HE (Ba, Ma), and for each separate degree an ISCED F-2013 field of study code assigned (info on ISCED codes see [website](http://egracons.eu/document/grading-table-instructions-and-template)). The Egracons Tool requires the detailed level field of study codes i.e. 4 digits. All possible codes have been included in the ISCED CODES sheet ([Read more here](http://egracons.eu/sites/default/files/ISCED%202013%20Fields%20of%20Education%20and%20Training%20UNESCO%20summary%20instructions.pdf) about the codes, especially about the use of the 8 or 9 numericals at the end). For help or further questions contact the Egracons team.
* Egracons collects the grading tables per local degree (each with a different diploma). The group of students considered consists of all the students registered for that degree at a given academic year i.e. all years (e.g. BA2 and BA3). The first year in the case of Bachelors is not taken into consideration (because they cannot go on exchange). These data should be collected for the last 2 or 3 academic years (so e.g. BA2 and BA3 of the last academic year and BA 2 and BA3 of the one before that). If you want to include more years that is not a problem. Note that we do not start out only from students who graduated or even successful students per year but that we take **all the pass grades and higher** from all fully registered students who passed exams in that given year. Fail grades/marks are not taken into consideration and the results of exchange students from abroad are not considered either. At most universities these data can be provided via a query at central level on the institution’s Student Information System.
* Grading table data are provided by DEGREE. The Egracons tool will combine the grading table data of the degree programmes (of the same cycle, i.e. BA or MA) automatically and compute a reference group of students per ISCED code. Degrees with the same ISCED code form a single reference group and therefore are the basis of the grading table to be used for comparison. In order to make this calculation, we need the total number of successful exams per grade (see data template). The sum of the numbers of grades is therefore always equal to TOTAL\_MARKS. It is assumed that only 1 grading scale is used per ISCED code.

**All the passing grades/marks for all course units (recognized) in the degree(s) belonging to the identified reference group are collected for every student.**

* Fail grades/marks are therefore not included, and should not be considered in the grading tables
* Only the final official grades/marks at the end of the academic years under consideration (i.e. after possible resits) are taken into account and the total number of successful exam results per local grade should be calculated.
* The results of visiting exchange students should NOT be included in the data, only those of officially registered students for a degree (national or international)
* No weighting should be applied in terms of the number of credits per course unit
* The only grade taken into consideration is the grade that corresponds to the course unit to which credits are assigned in the final Transcript of Records (ToR), even if it concerns a cluster of smaller sub-units that each receive separate grades. Such smaller sub-units are aggregated to a single grade.
* The tables will be re-calculated annually and uploaded to the Egracons Tool database. The web based conversion tool will make use of this common database to retrieve its data. Institutions are expected to do an annual update after the end of the preceding academic year, so that the data always reflect the last 2 (or 3) years.

**Calculation of the grade distribution in terms of percentages for the reference group**

The absolute frequency distribution of the grades in percentages and the accumulated frequencies are calculated inside the Tool and need not be supplied in the data template. However, it is advisable to calculate the frequencies for internal use so as to be able to verify the data obtained.

1. **Using the grading table templates**

Each template itself consists of 2 parts. The top part concerns general information about your institution. This has to be filled in only once, and adapted each time it changes.

|  |  |
| --- | --- |
| **INSTITUTION NAME (in English)** | Give the official name of your institution in English (if it exists). By institution we mean the legal entity (inclusive of faculties and departments, as uniquely identified by the Erasmus code). Usually a rector or a president heads it. Do not use the name of the Faculty or the Department. |
| **INSTITUTION NAME (in local language)** | Give the official name of your institution as used in the official language of your institution (in Latin characters, so e.g. no Greek or Cyrillic letters) |
| **ABBREVIATION** | Provide an abbreviation to identify your institution if it exists, e.g. UGENT, SAPIENZA, NTNU, … as commonly used by you in the institution (Latin Characters) |
| **ERASMUS CODE** | Provide the Erasmus code for your institution. For a list of institutional codes see: <http://eacea.ec.europa.eu/llp/erasmus/documents/list_holders/euc-for-the-academic-year-2013-2014.pdf> |
| **COUNTRY CODE** | Provide the two-letter international country code (e.g. IT for Italy, BE for Belgium, ES for Spain, FR for France, FI for Finland). For the official country codes, see: <http://countrycode.org/> |
| **CITY (in English)** | This may differ from the name in the institution’s language (e.g. Ghent, Athens, Florence, Lisbon, Prague, Warsaw, …) |
| **CITY (in local language)** | Give the name as used in your own language e.g. Gent, Firenze, Lisboa, Praha, Roma, Warsowa, … (use Latin characters) |
| **Academic years considered – from/to** | Give the first and the last academic year of which the data are included in the grading tables presented in this template. 2013-2014 2015-2016 therefore refers to 3 years. If only 2 years are considered give them both.  |
| **START DATE (of data period to be processed)** | Start Year and Month of the data observation period. Observation period is the time period to which the collected exam results refer. The start date is usually the beginning of the first academic year considered |
| **END DATE (of data period to be processed)** | End Year and Month of the observation period. The end date is the date when the data were actually collected |
| **GRADING scale** | Provide the grading scale used within your institution (from passing grade upwards, start with the lowest grade on the left). Write one grade or band in each column in increasing order from lower grade to higher grade (lowest grade on the left). Delete any surplus grades in the template that were not used (*GRADE-n>*) If your institution uses different grading scales depending on the degree, first indicate the first grading scale used followed by all the degrees that use the scale. Then proceed to the second scale, etc. More info on grading scales can be found in the [general introduction](http://egracons.eu/document/grading-table-instructions-and-template). If you have 15 or more different passing grades it is recommended considering to group them into clusters (e.g. 40-44, 45-49, 50-5, … in the UK) |

The second part of the template concerns the grading table data per degree. First you need to give all the elements of the grading scale used and then the number of occurrences per grade (NOT the percentages) and the total number for all grades together. This has to be done for each degree using the same grading scale. Use a new row for each different degree, even if they have the same ISCED code. Add as many rows as you have degrees. Make sure the numbers all integers and do not contain decimals. If necessary round off first. If you have more than one grading scale within your institution, add a new scale and then list all the degrees using this second scale. Indicate the possible values for each scale, starting with the lowest (passing) grade on the left up to the best grade on the right. It is assumed each degree uses only 1 grading scale.

**In theory, it is possible to use only one overall grading table per institution per cycle**. This is not recommended, but each institution can decide that for itself. In such cases it is still advisable to list all degrees with their corresponding ISCED codes in the template, as most users want to search by degree and/or by ISCED code. If you list the degrees, they can do so, even if the grading tables aggregates to a higher level. In practice, this means that you give the same overall grading table for each degree. This same procedure could be used if you want to aggregate on the level of Faculty or any other level from degree upwards. The aim is to provide also national grading tables.

Since in general, the grading culture for Bachelors differs considerably from those of Master degrees, we require separate grading tables per cycle (BA from the second year and MA).

The following information is needed per DEGREE.

|  |  |
| --- | --- |
| **CYCLE (MASTER or BACHELOR)** | Possible values: MA for MASTER, BA for BACHELOR. The statistical data for master and bachelor will be collected and processed separately, so you need separate tables for each. Select the appropriate value for each degree by opening the pull down menu (BA or MA) |
| **Degree title** | Indicate the full title of the degree in the local language (Latin Characters). When the official name of the degree is in English (taught in English), use the English title |
| **Degree title in English**  | Indicate the full title of the degree in English. This is not obligatory (it can be left empty) but if available the person in the host university abroad will see this title rather than the one in the local language. The title of the degree in the part of the home university will always be in the own, local language.  |
| **ISCED** | The statistical data related to the students' passing grades will be aggregated by ISCED CODE. Each degree is assigned one ISCED code, at the detailed level (4 digits). If you want to refer to the narrow level (3 digits) an 8 can be added e.g. 031 becomes 0318). This has the same meaning as the 3 digit-level on its own. It is referred to as Interdisciplinary programmes. Select the appropriate code for each degree by opening the pull down menu and clicking on a code (manual entry) or copying and pasting the data for all degrees. All the possible codes have been provided in the ISCED codes sheet. Two different degrees within the same discipline will be assigned the same code but will be entered on separate rows. If you need more info, contact the Egracons team.  |
| **TOTAL\_MARKS** | Total number of times the first passing grade or higher was awarded to the students registered for this degree (with an ISCED CODE) within the observation period. In essence this means the number of successful exams taken by the students in this degree. This field should be equal to the sum of all the grades for individual grades. If a student passed 4 courses that year, each of these courses will be considered. Failed courses are not counted. This is a numeric (**no decimals**) field and is always equal to the sum of the Grade Numbers. |
| **Grade Numbers** | Indicated row by row per degree under each of the local grades within the scale used. It refers to the number of occurrences for that specific grade. Use *Numeric* cell format when filling in the values (no decimals). Do not leave any fields empty, use 0 instead. |

1. **Further info (technical)**

**Calculating the degree occurrences**

1. select all relevant course units (CUs) within a specific degree course program (P) ($M\_{TOT}$>30)
2. 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)
3. calculate the total number of times students obtained equal or better than the pass grade, this value is $M\_{TOT}=\sum\_{i=0}^{k} M\_{i}$

**Explained example**

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 requires the number of occurrences of each grade and the total number of occurrences. The frequencies are calculated inside the Egracons Tool itself.

*For an even more technical description see Annex 1 below*

# ANNEX 1

**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** |