

## 2024 Certified Transportation Broker Program – Grading Policies

*Program Sponsored by Avalon Risk Management*

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New grading policies will be enacted in 2024 beginning on January 8<sup>th</sup> for Trimester 1. As part of our ongoing course updates to ensure that TIAIRE programs fall within the guidelines for our certifications to operate through SCHEV, additional grading opportunities will be added beginning in 2024. Students will be made aware of these new grading policies in writing and through the live student orientation event that will happen no later than the third week of the course.

Please see below for more details:

#### **Discussion Forums:**

**Discussion Forum posts during the CTB trimester will make up 5% of the overall score for each student and will be applied across all applicable sections of the exam.** In total, there will be six discussion posts required for each student. Each discussion post will be released per the schedule of activities for that trimester. Students will have 10 business days from the Education Staff posting date to answer the questions provided in each discussion post. If a student has not completed their post within the 10-business day window, they will receive a grade of 0 for that discussion post.

There will be two discussion posts for each section of the exam; one for each unit covered in the course.

*Example: A student successfully completes the discussion post for unit 1 but does not complete the discussion post in time for unit 2. This student will receive a 50% score that will be attributed to the overall score for the section 1 exam.*

#### **Attendance:**

**Attendance at live events during the CTB trimester will make up 10% of the overall score for each student and will be applied across all applicable sections of the exam.** At the beginning of each trimester, students will be sent invites to hold these live events in their calendars, and will also be able to see upcoming live events as part of the course outline in the TIAIRE Learning Management System (LMS). TIA Education Staff will send along a virtual sign-up sheet for students to claim a 15-minute time slot during the virtual office hours with the instructor. Students are required to attend 1 of 2 virtual office hours, and are required to attend both online study halls.

*Example: A student who attends the second virtual office hours, and both online study hall events will receive a 100% grade for all sections of the CTB course.*

#### **Practice Exams:**

**Practice Exam attempts during the CTB trimester will make up 10% of the overall score for each student and will be applied across all applicable sections of the exam.** As in trimesters past, students will have the opportunity to take the practice exams for each section as many times as they would like to prepare for the final exam. TIA staff will record the highest score received on each section of the exam, and that is the grade that will be recorded as part of the weighted score for each section.

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*Example: A student who has re-opened the CTB course to prepare for the section 2 exam takes the Section 2 practice exam 4 times and receives a score of 55%, 70%, 80% and 85%. TIA Education staff would then take the high score of 85% and apply it to the section exam score for section 2.*

### **Final Exams:**

**Final Exam attempts during the CTB Exam window will make up 75% of the overall score for each student and will be applied across all applicable sections of the exam.** As in trimesters past, students will have the opportunity to take the final exam on a specific date outlined by TIA Education Staff. Students will have one attempt to complete each section of the exam during the exam window, which is made up of 50 questions that must be completed within 50 minutes.

*Example: A student who receives a 70% on Section 1 of the final exam, with a discussion forum score of 100% for Section 1, with an attendance score of 100% for Section 1, and an 80% score of the Section 1 practice exam will receive a passing result for the Section 1 exam.*

Each student will receive a pass/fail score for each individual section of the exam. Each student will receive a weighted grade for each component of the course highlighted above, which will be included in their overall pass/fail score. While it is possible to pass the exams without completing the discussion forum posts, attending live sessions, and completing the practice exams for each section, the margin for error will be smaller for those students who choose not to participate in these activities which are designed to help support the preparation of every student prior to the exams.