







## **Excel programme for CCSS Exam Grade Calculation**

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This smart CCSS Exam Grade calculator is a powerful Excel application which allows you to calculate the Grade Point Average of an answer sheet under the new Choice based Credit Semester System by Kerala Higher Education Council for Undergraduate Programmes.

Download Link: <http://dcamal.wordpress.com/downloads/>

### **Features**

1. Very simple to operate: Even a person without much knowledge on MS excel can comfortably operate it.
2. Flexible: By default it is designed for 30 weight question paper. However in case of internal test with lower weights. You have the option to change the weights.
3. Warnings: When a candidate attends more than required questions in any set, the excel will display a warning message. So you can take appropriate action.
4. Protected: Formulas in this excel are protected so there is no risk of changing or deleting a formula.
5. It is available for free download from [www.dcamal.wordpress.com](http://www.dcamal.wordpress.com)

### **Instructions for use**

1. Enter Letter Grade A,B,C,D or E in the grade column provided.
2. You can enter either in capital letters or small letters.
3. Letter grade should not precede or follow any other symbol or letter even space bar.
4. Don't enter spaces for unattended questions. Just skip it blank.
5. Use Enter or Up and Down arrows or Tab to navigate through grade column.
6. Make sure all the contents in the grade column are removed before you start entering fresh sheet.
7. **For deleting existing grades quickly, You can use clear button placed in sheet. Clear button only when macros are enabled. To enable macro just see the security warning in the message below the ribbon menu and choose enable this content from options**
8. Enter the maximum weight of your test paper in the column provided at the top.
9. In case of less than 30 weight test papers, make sure grades are entered against correct question numbers (weights). Ignore question numbers in that case.
10. In short essay and long essay questions there are choices. Excel counts and displays the number of questions attended in each set.
11. In case of more than required number of questions are attended in a set, excel notifies a warning: please delete the lowest grades.
12. Once you have finished entering grades you can see the student's total grade point, grade point average, and overall letter grade on the bottom.
13. You can either manually enter this total grade point (Cumulative Grade Point) to the Tabular column against that student's roll no in the WGP column or write this total grade point as well as Overall Grade in the answer sheet (paper).
14. In a 30 weight test paper. Maximum grade point is 120. The points like 15,45,75 and 105 are minimum for D,C,B and A respectively.
15. If a student's WGP is close to the above critical points you may give bonus points to promote to the next grade (a bonus of more than 3 are not recommended).
16. You can copy as well as sort data in the tabulation sheet.

For any clarification please email me at [abbasvattoli@yahoo.com](mailto:abbasvattoli@yahoo.com)

### **Practical Tips**

The CCSS follows a Direct Grading system with 5 point scale i.e. A,B,C,D and E

Where

- A means Excellent**
- B means Very good**
- C means Good**
- D means Average**
- E means Poor**

The pass minimum in internal and external is D But overall C in a course (Subject)

The Performance corresponding to each grade are

**A= 80-100%**

**B= 60-80%**

**C = 50-60%**

**D=40-50%**

**E= Less than 40%**

The approximate Mark equivalent of different weight questions are

**¼ Wt = 1 Mark**

**1 Wt = 2 Mark**

**2 Wt = 5 Mark**

**4 Wt = 15 Mark**

The desired answer length of each weight questions are

**¼ Wt = Objective type (One word)**

**1 Wt = Definition type (Two or Three sentence)**

**2 Wt= Paragraph type (One page with introduction, 5-6 points and conclusion)**

**4 Wt = Essay type (2 to 3 Pages with introduction, 6 to 10 points and conclusion)**

The ideal time allocation for a CCSS examinations are

**Reading through the question paper = First 10 Minute.**

**Objective type questions = 10 Minute ( apprx 1 min per question)**

**Short answer type = 20 Min (apprx 2 minute each)**

**Short essay type = 60 Min (apprx 10 min each) Extra time 10 min**

**Essay = 60 Min ( apprx 30 min each) Extra time 5 min**

**closing time 5 Min**

**Total = 180 Minutes**

Always remember that giving D grade to an answer means the answer is eligible get 4 out of 10. Because D means 40-50%. **In mark system ½ marks and 1 marks are given for free but in grade don't give D grade for free because D means pass mark.**

The WGs of 15, 45, 75 and 105 are pivot points. So you may please consider those who are short points to this level because it matters a lot in his grade. For eg 74 means C and 75 mean B.

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