

## Certified Transportation Broker Program – Grading Policies

### *Program Sponsored by Avalon Risk Management*

New grading policies were enacted in 2024 beginning on January 8th 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 have been added. 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.

#### **Attendance:**

Attendance at live events during the CTB trimester will make up 15% 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 Outlook event invites to hold 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). Students are required to attend both online study halls. **Example:** A student who attends both online study hall events will receive a 100% grade for all sections of the CTB course. A student who attends ONE study hall event will receive a 50% grade. A student who attends no study hall events will receive a 0% grade.

#### **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 out of 150 (30 questions total), and that is the grade that will be recorded as part of the weighted score for each section. **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 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 technically (although very unlikely) possible to pass the exams without 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.

#### **Students Reopening the Course after a failed exam attempt:**

You are only required to complete the discussion forum posts and practice exams that correspond with the exam sections you are retaking. You are still bound by the live event attendance requirements outlined above. Additionally, you must also take the exam sections you are reopening on the final exam date. If you are reopening the course and have questions about the grading policies that apply to you, please contact us.