

ABAT Coursework: Grading, evaluation, and appeals policy

This document establishes the academic standards, grading criteria, and fair evaluation practices for the Applied Behavior Analysis Technician (ABAT) course. Our goal is to ensure transparency, consistency, and rigorous academic quality in alignment with QABA board requirements.

1. Grading and passing criteria

To successfully complete the ABAT coursework and receive a certificate of completion, students must demonstrate mastery of the ABAT competency framework.

Course grade breakdown

Students are evaluated through a variety of assessments designed to test both theoretical knowledge and practical application:

Assessment Type	Weight	Description
Module Quizzes	20%	Per section: multiple-choice quizzes assessing core lecture concepts.
Competency Assessments / Roleplay	30%	Live or recorded demonstrations of practical skills (e.g., preference assessments, implementing DTT).
Case Study & Behavior Plan Assignment	25%	In session case scenarios and group work, as well as a written assignment requiring data analysis and the creation of a mock behavior reduction/skill acquisition plan.
Mock Exam	25%	A mock exam mimicking the style and rigor of the official ABAT board exam.

Passing thresholds

- **Minimum grade:** Students must achieve an overall course grade of **80%** or higher to pass the course.
- **Competency mastery:** As the ABAT is a practitioner credential, **all practical competency assessments must be passed at 100% accuracy** according to the provided requirements. Students are allowed up to two remediation attempts for failed competency steps.

Late Submission Policy

- **Excused absences/extensions:** Must be requested via email at least **24 hours prior** to the deadline and accompanied by valid documentation (e.g., medical note).
- **Unexcused late work:** Deductions will be applied at a rate of **10% per day** for up to 5 days. Work submitted more than 5 days late will automatically receive a score of 0%.

2. Formal grade appeals process

Students have the right to contest a final grade or specific assessment outcome if they believe the evaluation was biased, departed from the stated competencies, or involved a clear administrative error.

Step 1: Informal resolution (instructor level)

Before filing a formal grievance, the student must contact the course instructor via email within **3 business days** of the grade being posted.

- The student must clearly identify the specific assessment item and outline why they believe the grading was inaccurate based on the rubric or course materials.
- The instructor must review and respond within **3 business days**.

Step 2: Formal Written Appeal (course director level)

If the informal review does not resolve the issue, or if the instructor fails to respond, the student may file a formal written appeal to the **Course Director** within **5 business days** of the instructor's response.

The written appeal must include:

- Student name and contact details.
- The specific assignment or exam grade being contested.
- A copy of the correspondence from the Step 1 informal resolution.
- A data-driven narrative explaining why the grade should be adjusted, explicitly referencing the course content or QABA task list.

Evaluation: The Course Director will review the documentation, consult with the instructor, and issue a written decision within **7 business days**.



IBT Coursework: Grading, evaluation, and appeals policy

This document establishes the academic standards, grading criteria, and fair evaluation practices for the International Behavior Therapist (IBT) course. Our goal is to ensure transparency, consistency, and rigorous academic quality in alignment with IBAO board requirements.

1. Grading and passing criteria

To successfully complete the IBT coursework and receive a certificate of completion, students must demonstrate mastery of the IBT competency framework.

Course grade breakdown

Students are evaluated through a variety of assessments designed to test both theoretical knowledge and practical application:

Assessment Type	Weight	Description
Module Quizzes	20%	Per section: multiple-choice quizzes assessing core lecture concepts.
Roleplay	30%	Live or recorded demonstrations of practical skills (e.g., preference assessments, implementing DTT).
Case Study & Behavior Plan Assignment	25%	In session case scenarios and group work, as well as a written assignment requiring data analysis and the creation of a mock behavior reduction/skill acquisition plan.
Mock Exam	25%	A mock exam mimicking the style and rigor of the official IBT board exam.

Passing thresholds

- **Minimum grade:** Students must achieve an overall course grade of **80%** or higher to pass the course.
- **Competency mastery:** As the IBT is a practitioner credential, **all practical competency assessments must be passed at 100% accuracy** according to the provided requirements. Students are allowed up to two remediation attempts for failed competency steps.

Late Submission Policy

- **Excused absences/extensions:** Must be requested via email at least **24 hours prior** to the deadline and accompanied by valid documentation (e.g., medical note).
- **Unexcused late work:** Deductions will be applied at a rate of **10% per day** for up to 5 days. Work submitted more than 5 days late will automatically receive a score of 0%.

2. Formal grade appeals process

Students have the right to contest a final grade or specific assessment outcome if they believe the evaluation was biased, departed from the stated competencies, or involved a clear administrative error.

Step 1: Informal resolution (instructor level)

Before filing a formal grievance, the student must contact the course instructor via email within **3 business days** of the grade being posted.

- The student must clearly identify the specific assessment item and outline why they believe the grading was inaccurate based on the rubric or course materials.
- The instructor must review and respond within **3 business days**.

Step 2: Formal Written Appeal (course director level)

If the informal review does not resolve the issue, or if the instructor fails to respond, the student may file a formal written appeal to the **Course Director** within **5 business days** of the instructor's response.

The written appeal must include:

- Student name and contact details.
- The specific assignment or exam grade being contested.
- A copy of the correspondence from the Step 1 informal resolution.
- A data-driven narrative explaining why the grade should be adjusted, explicitly referencing the course content or IBAO task list.

Evaluation: The Course Director will review the documentation, consult with the instructor, and issue a written decision within **7 business days**.





Cancellation & Refund Policy Online Courses ONLY

Our general C&R policy for trainings is as follows:

- **Cancellations made 2 weeks (14 days) or more before the training start date:** Eligible for a full refund*.
- **Cancellations made between 1 week (7 days) and the training start date:** Eligible for a 50% refund only.
- **Cancellations made less than 7 days before or after the training has started:** No refund* will be issued.

**All eligible refunds may be subject to a minor deduction for non-refundable third-party payment processing fees.*

- **No-Show Policy:** Registration fees are entirely non-refundable for participants who fail to attend the training without prior written notice.
- **Course Cancellation by Organizer:** In the rare event that we must cancel or reschedule a training session due to low enrollment or unforeseen circumstances, registered participants will be offered the choice of a 100% full refund or a credit transfer to a future session.



Cancellation & Refund Policy In-person Courses ONLY

If your organization is hosting the training in-house, then the C&R policy is as follows:

- **Cancellations made 2 weeks (14 days) or more before the training start date:** Eligible for a full refund*.
- **Cancellations made between 1 week (7 days) and the training start date:** Eligible for a 50% refund only.
- **Cancellations made less than 7 days before or after the training has started:** No refund* will be issued.

**All eligible refunds may be subject to a minor deduction for non-refundable third-party payment processing fees.*

- **No-Show Policy:** Registration fees are entirely non-refundable for participants who fail to attend the training without prior written notice.
- **Course Cancellation by Organizer:** In the rare event that we must cancel or reschedule a training session due to low enrollment or unforeseen circumstances, registered participants will be offered the choice of a 100% full refund or a credit transfer to a future session.



Cancellation & Refund Policy In-person Courses ONLY

If BITD has secured a venue booking, then the C&R policy is as follows:

- **Cancellations made 2 weeks (14 days) or more before the start of the training:** Eligible for a full refund, **minus a non-refundable** venue booking fee.*
- **Cancellations made a week (7 days) before the training starts or closer to the date:** 50% of the course cost will be refunded, **minus a non-refundable** venue booking fee.*
- **Cancellations made less than 7 days before the event or No-Shows:** Strictly non-refundable.

**All eligible refunds may be subject to a minor deduction for non-refundable third-party payment processing fees.*

Why we have this policy:

- We secure physical venue space, seating, and logistics well in advance based on registration numbers; as such, we incur non-recoverable upfront costs.

Alternative Option (Ticket Transfer):

- If you find yourself inside the non-refundable or 50% refund window and cannot attend, you may **transfer your registration to a colleague or friend** at no additional charge. Please notify us in writing with their name and contact details at least 48 hours before the training begins.

Course Cancellation by Organizer:

- We reserve the right to cancel or reschedule a training due to low enrollment or unforeseen venue issues. If a training is canceled by us, you will receive a 100% full refund of all fees paid.

