

**Frequently Asked Questions (FAQs)  
on the Online Delivery of SHS Courses  
Third Term S.Y. 2019-2020  
April 30, 2020**

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**1. In light of the current Enhanced Community Quarantine (ECQ) and COVID-19 public health situation, what has the Department of Education (DepEd) directed Basic Education Institutions (BEIs) concerning the delivery of learning?**

The Department of Education released DepEd Memo 42, series of 2020 to guide schools on how to manage the remaining part of the term. Part of the memorandum concerning delivery of learning reads “Teachers with available resources and access to the internet are highly encouraged to explore the *Online Alternative Learning Delivery Platforms* identified by the DepEd Information and Communications and Technology Service (ICTS) that may be used for delivering distance learning during periods of class suspensions and similar circumstances.”



**2. What has been MCL’s response to these directives?**

Before DepEd issued this memorandum, MCL shifted the delivery of learning from blended learning to online learning classes following the regular class schedules.

However, MCL Administration sought to abide by DepEd’s directives on inclusivity, and as such decided on:

- suspending online learning classes;
- considering the concerns of **all types of learners** as identified from the MCL Supreme Student Council (SSC) Survey on online learning; and
- issuing strict guidelines that will uphold the welfare of **all types of learners** in adapting its online learning delivery to the difficult situation.



**3. Based on the results of the MCL SSC Survey, how did MCL students identify themselves in terms of types of learners engaging with online delivery of learning in the MCL SSC Survey? What is the implication of these results?**

As an MCL student, you identified yourself as the type of learner who is inclined to undergo either:

- A. full engagement in online learning
- B. partial engagement in online learning
- C. non-engagement in online learning

Learners A and B engaging in online learning do not affect Learner C, but imposing Learner C’s inclination for everyone definitely affects Learner A and B. Thus, in the spirit of fairness to all types of learners, MCL will be adopting decisive measures with the understanding that all types of learners are going through this public health situation differently.

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**4. What decisive actions has MCL taken to ensure inclusivity, progress and completion of all types of learners?**

During the suspension of online learning classes, MCL assessed its capability for online learning delivery and made key adjustments by:

1. shifting from synchronous online classes to asynchronous, self-paced, faculty-guided online learning engagements with calibrated syllabi;
2. adopting a “CAN PASS, CANNOT FAIL” policy to consider the needs of all types of learners; and;
3. continually retooling its faculty members for online learning delivery through regular webinars trainings.



**5. What is the main difference between the synchronous online classes and asynchronous online learning engagement?**

In synchronous online classes, online learning happens in real time with the faculty facilitating lecture classes through online platforms with video conferencing capability. This cannot be effectively implemented due to the different conditions of MCL students in terms of online connectivity.

In asynchronous online learning engagements, self-paced online learning occurs without real time interaction. Students are engaged to learn through their own convenient time. Given the online learning conditions of different types of learners in MCL, this can be more effectively implemented.



**6. When will online learning delivery resume in MCL-SHS?**

Online learning delivery in MCL-SHS will resume on **May 4, 2020**.



**7. What is the “CAN PASS, CANNOT FAIL” policy?**

The “CAN PASS, CANNOT FAIL” policy is an assurance that no MCL student will receive a failing grade in any of his enrolled courses during the Third Term of S.Y. 2019-2020. Relevant information of this policy are further elaborated in the answers to the succeeding questions.



**8. How does this policy approach ensure fairness for all types of learners?**

With the learner’s cooperation, this policy approach ensures fairness by giving opportunities for all types of learners to comply with their course requirements within the following learning periods:

- **Within the current Third Term** – for those inclined to undergo full engagement in online learning. They are mostly graduating in the current term and Midyear Term, with online learning capability and internet connectivity, or are aiming to maintain regular academic status.



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- **Within the Extended Learning Time (ELT)** – for those, by their capability, who will undergo only partial engagement or even non-engagement due to experiencing perennial problems with online learning and internet connectivity.



**9. What is Extended Learning Time (ELT)?**

Extended Learning Time (ELT) is the period within which a learner who receives an In-Progress (IP) grade in a course is required to comply with what is required of him by the concerned faculty in order to convert his IP grade into a numerical grade. The ELT is up to the **First Semester of S.Y. 2020-2021**.



**10. What is an In-Progress (IP) grade?**

An In-Progress (IP) grade is an interim mark given to a learner who has ongoing learning activities for the enrolled course in an extended learning period.



**11. What will happen to a learner who is able to demonstrate engagement in online learning in a course on a regular basis during the Third Term?**

You will receive only either of the following marks for that course for the Third Term:

- A numerical grade (between 75 to 100) or letter grade (NI to E) depending on the student performance
- An In-Progress (IP) grade



**12. If I receive an IP grade in a course even if I have engaged in online learning on a regular basis during the Third Term, what should I do in order to convert my IP grade into a numerical grade?**

You just need to comply satisfactorily with your course requirement within the ELT. It may just be a course assessment or submission of a requirement.



**13. What will happen to me if I will be unable to engage in online learning in a course, whether by my own volition or due to my internet connectivity problems?**

You will receive an IP grade in the course for the Third Term.



**14. If I am unable to engage in online learning and thus, I receive an IP grade in a course, what am I required to undergo in order to obtain a numerical grade?**

In such a case, you are **required** to undergo make-up learning sessions for the course during the First Semester, S.Y. 2020-2021. Attendance in the make-up learning sessions is a requirement for the conversion of your IP grade to a numerical grade. The make-up learning sessions are regular course sections where you will be included without having to go through the process of re-enrolling. Your inclusion in such course sections will be arranged by the Cluster Coordinators.

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**15. If I have IP grades because of my non-engagement in online learning in some courses during the Third Term, what will be its effect on my load during the First Semester of S.Y. 2020-2021?**

Your courses with IP grades due to non-engagement in online learning will be added to your regular load for First Semester, S.Y. 2020-2021.



**16. Will the IP grades appear in the Transcript of Records?**

No. It will be converted into either a numerical grade (if requirements are complied with) or cancelled (if requirements are not complied with) during the ELT.



**17. If I am unable to comply with what is required of me to obtain a numerical grade in a course with IP grade, during the ELT, will I receive a failing grade in the course?**

No. The course will be deemed cancelled. We are adopting a "CAN PASS, CANNOT FAIL" policy.



**18. If my course with an IP grade is a prerequisite to another course, will I be allowed to take the succeeding course while going through the process of converting the IP grade of the prerequisite course?**

You may be allowed to take a succeeding course, provided you have the endorsement of the course's Cluster Coordinator. If you are endorsed and approved, you must receive a passing grade for the conversion of the prerequisite course with an IP grade. Otherwise, the succeeding course will be voided.



**19. What if there is conflict between my Third Term S.Y. 2019-2020 Courses with IP grades and with my other courses' schedules in the First Semester S.Y. 2020-2021 course offerings?**

Best efforts will be exerted to prevent such a situation. Nonetheless, if this situation cannot be prevented, you will be advised to prioritize your courses with IP grades.



**20. What if a different faculty member handles my course with IP grade in the make-up learning sessions?**

The processing of IP grade conversion shall be facilitated by the faculty member who handled the course/section where the IP grade was obtained. The final grade shall be based on the computed final grade provided by the faculty member with whom the student had undergone make-up learning sessions.



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**21. What if I have good internet connectivity but it is just that I am personally uncomfortable with full online learning engagements?**

If this is a matter of preference, then, you can receive an IP grade and opt to attend make-up learning sessions during the First Term, S.Y. 2020-2021.



**22. Will laboratory courses be also taken online? How can this be so when learning is supposed to happen within a laboratory setting?**

Laboratory courses can be conducted through alternative online virtual laboratory simulation and other alternative means.



**23. What can I expect from the online delivery of courses starting May 4?**

You can expect the following:

1. Faculty members will receive reminders / further instructions for the effective implementation of the guidelines on online delivery of courses from their respective Cluster Coordinators and Principal.
2. Webinars and coaching on online learning delivery were conducted.
3. Your course faculty will:
  - Provide all the necessary online learning instructions, activities, materials, and assessments purposefully, with enough leniency, and flexibility based on a calibrated syllabus; and give **ONLY ONE** online task per course outcome/essential topic.
  - Demonstrate maximum consideration to all your best efforts to comply with the course requirements with understanding of your online learning engagement limitations brought about by the ECQ and post-ECQ situation.
  - Exercise prudence in making sure that your compliance with course requirements and going through online learning engagement will not in any way adversely affect your personal safety and security.



**24. Will there be any sort of class attendance checking during the term?**

There will be none. The asynchronous, self-paced approach in online learning entails engagement, not attendance. Your online learning engagement is enough to be considered as your having attended the course. Your engagement will be evidenced by your compliance with course requirements.



**25. When will the major course assessments be given?**

<b>Preliminary Course Assessment</b>	Fully online task equivalent to a Preliminary Exam
<b>Midterm Course Assessment</b>	June 22 to 26, 2020
<b>Final Course Assessment</b>	Waived (following DepEd Memo 42 s. 2020)

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**26. How will my grades be computed?**

Final grades will be computed following provisions in DepEd Memo 42 s. 2020 as follows:

<b>Core Courses:</b>	75% of grade component only (written works 25% and performance tasks 50%)
<b>Specialized and Applied Courses:</b>	70% of grade component only (written works 25% and performance tasks 45%)
<b>Non-core courses in TVL strands:</b>	80% of grade component only (written works 20% and performance tasks 60%)

The transmutation table provided in the memo will be used to determine the final grade.



**27. Can I still qualify for academic scholarship grant or can I keep my E.T. Yuchengco Institutional Scholarship Program (ETYISP) grant if I have an IP grade?**

Yes. In view of the unique learning engagement situation that all learners will be going through, an interim set of guidelines will govern the granting of academic scholarship and maintenance of the ETYISP grant based on the Third Term S.Y. 2019-2020 academic performance with consideration to your having an IP grade. This will be released upon the resumption of the online learning engagements.



**28. Some students with scholarships provided by government or private benefactors need numerical grades. If they receive an IP grade, will the school provide a certification explaining this?**

Yes. The students will only need to request a certification from the Registrar's Office.



**29. As a student, I may be anxious and unable to focus on my studies as an aftermath of the pandemic. Do I have the choice to drop the courses I enrolled and re-enroll them in the succeeding semester?**

There is no need for you to drop this term. If you feel you are not in the position to receive numerical grades for your coursework, you will receive IP mark. In this regard, there is no need for you to re-enroll your courses with IP grades. You have the benefit of converting your IP grades into numerical grades. If you are unable to do so, you will not receive a failing grade. The courses will be deemed cancelled and that would be the time for you to just re-enroll in a subsequent semester.



**30. How can students who have obtained a grade of C1 or C2 from their courses during previous terms SY 2019-2020 complete their course requirements?**

Removal exams for C1 courses and final assessments for C2 courses will be scheduled between May to June. Please check your BBL course for your teachers' review materials and exam schedules.



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### 31. Who will be entitled to rebates on applicable fees?

Fees for the Third Term will be adjusted to give students rebates that may be applied to their current balances and/or credit to the matriculation fees for the next semester.



### 31. Who can I e-mail / contact if I have concerns about my online learning engagement?

The following contacts and other platforms may be used for faculty and student concerns.

- Microsoft Teams, Viber, Facebook or Messenger group chats
- Blackboard Course Messaging feature
- E-mails

General Information		<a href="mailto:mclinfo@mcl.edu.ph">mclinfo@mcl.edu.ph</a>
LEIO	Director:	<a href="mailto:rcrodrigo@mcl.edu.ph">rcrodrigo@mcl.edu.ph</a>
	E-Learning Coordinator:	<a href="mailto:jalmarez@mcl.edu.ph">jalmarez@mcl.edu.ph</a>
	Blackboard Learn Helpdesk:	<a href="mailto:help.blackboard@mcl.edu.ph">help.blackboard@mcl.edu.ph</a>
ITSO	Helpdesk:	<a href="mailto:helpdesk@mcl.edu.ph">helpdesk@mcl.edu.ph</a>
Registrar's Office		<a href="mailto:registrar@mcl.edu.ph">registrar@mcl.edu.ph</a>
Treasury Office		<a href="mailto:treasury@mcl.edu.ph">treasury@mcl.edu.ph</a>
CGC	Head:	<a href="mailto:mbfrancia@mcl.edu.ph">mbfrancia@mcl.edu.ph</a>
SAO	Director:	<a href="mailto:adplatino@mcl.edu.ph">adplatino@mcl.edu.ph</a>
Senior High School		
OIC-Principal:		<a href="mailto:trclevita@mcl.edu.ph">trclevita@mcl.edu.ph</a>
Math Cluster:		<a href="mailto:sbzarate@mcl.edu.ph">sbzarate@mcl.edu.ph</a>
Science Cluster:		<a href="mailto:vegpablo@mcl.edu.ph">vegpablo@mcl.edu.ph</a>
HUMSS/SS/PDV Cluster:		<a href="mailto:cacbetoy@mcl.edu.ph">cacbetoy@mcl.edu.ph</a>
Lang/RES/MAR Cluster:		<a href="mailto:ectandang@mcl.edu.ph">ectandang@mcl.edu.ph</a>
ICT/HE/EMT Cluster:		<a href="mailto:asdelosantos@mcl.edu.ph">asdelosantos@mcl.edu.ph</a>
PE/WI Cluster:		<a href="mailto:cbabanilla@mcl.edu.ph">cbabanilla@mcl.edu.ph</a>
ABM/ENT/LS Cluster:		<a href="mailto:fcbelizario@mcl.edu.ph">fcbelizario@mcl.edu.ph</a>