GEORGETOWN LAW
Grading Instructions for Exam Courses

Grading Deadlines:

Mini-Course Grades Due: Monday, April 10, 2017 by 5:00 pm
Week One Exam Courses: Thursday, February 16, 2017 by 5:00 pm
Graduating Students Grades Due: Friday, May 19, 2017 by 12:00 pm
All Non-Graduating Student Grades Due: Friday, June 2, 2017 by 12:00 pm
Paper Extension Grades Due (papers due Monday, June 12, 2017): Tuesday, July 5, 2017 by 5:00 pm

Grade Reporting Process
The Banner student information system requires faculty to enter and submit raw scores and final grades online via MyAccess. All grades are due by the dates listed above.

Through MyAccess, you will:
1. Enter raw exam scores for anonymous exams and receive information about the students’ identity after all raw scores have been submitted.
2. Enter and submit final course grades.
4. Review the grade distribution (curve) for your course.

We ask that you return all original exams and papers to the Office of the Registrar. Please organize the exams in exam number order. These exams will be made available to students during the Exam Review periods. Please be aware that the Registrar’s Office does not retain a copy of these exams after they have been returned to students.

Penalty for Late Grade Submission
Several years ago, full-time faculty members voted to impose on themselves a stiff penalty for late submission of grades. For graduating students’ grades, there is a penalty of $100 per day for each day that grades are turned in after the deadline (no grace period). For non-graduating students, there is a three-day grace period following the deadline; the penalty on the fourth day would be $400, and an additional $100 penalty would be imposed for each additional day that the grades are submitted late. Please note that while the monetary penalty does not apply to visiting or adjunct faculty, the grading deadlines are the same for full-time, visiting, and adjunct faculty members. Please be sure to submit your grades by the deadline.

Please use the following instructions to assist you in entering raw scores and final grades using the MyAccess online grading system.
Log Into MyAccess (http://myaccess.georgetown.edu/)

Click on the MyAccess link in the Faculty section.
You will be asked to sign in with your NetID and password. Please remember to safeguard your password as you would your bank’s PIN number. This password also accesses your employee information, including your payroll and contact information. If you have any trouble logging into MyAccess, please contact the Law Center Helpdesk at help@law.georgetown.edu or 202-662-9284.

**Enter Raw Exam Scores and Receive Information regarding Students’ Identities**

If your course featured a blind-graded exam, you will need to enter your students’ raw exam scores into MyAccess before you can view their identities and finalize their grades.

- To enter raw scores, click on the blue **Faculty Services** tab at the top of the page, and then click on Term Selection, choose the current term and click on **Submit**.
- Example:

  ![Select Term](Select Term)

  **Important**: the “Non-Credit” terms are not used by the Law Center.

- Click on **Final Raw Scores**.
➢ Choose a course and click **Submit**.

If your course is cross-listed (has separate sections for JD students and LLM students), there will be two separate course numbers (CRN). Please be sure to check that you see the CRN for each section. You should enter the scores for one section, then come back and do the other section.

You can switch between sections using the **Selection Course Number (CRN) Selection** link on the Faculty Services page. This will give you a drop-down menu of all of your courses and will include cross-listed sections. Please note that there will be a separate grade distribution for each of these two sections of the same course.

![Select Course Number (CRN)](image)

**Example: Cross-Listed Class**

![Select Course Number (CRN)](image)

Above: *Intl Civil Litigation* is cross-listed, so two sections appear. In this case, 13601 will correspond to the LL.M. section and 14121 to the J.D. section. You will be able to see more information about each section once you click **Submit**.

If your course has an exam section and a paper section (i.e., 3-credit and 2-credit sections of the same course), there will be two separate course numbers or CRNs. Please be sure to check that you see the CRN for each section. You should enter the scores or
grades for one section, then come back and enter the scores or grades for the other section.

Example: 3-Credit WR Seminar and 2-Credit Section in Same Class

Above: Energy Problem Seminar has a 3 credit WR section and 2 credit paper section. In this case, 13860 is the 2 credit section, 13859 is the 3 credit section course grade, and 17456 is the 3 credit WR paper grade.

➢ Enter raw scores.

You will see a list of your students’ anonymous Exam IDs, in numerical order and a blank to enter each score. You can enter numbers, letters (85, B+), or short phrases (ex: “Q1: 4/5, Q2: 7/10”), up to 15 characters. Note: You may print this page to use as a grading sheet.
**Important:** The system will log you out after 60 minutes unless you save your work by clicking the **Save** button. The note at the top of the page will state the time you last clicked **Save**.

![Please save scores often. There is a 60 minute time limit starting at 05:55 pm on Nov 11, 2013 for this page.]

You can enter and save a few scores at a time, then do more at a later time. **Please be aware that once you enter all of the raw scores and click the Submit button, you will not be able to make changes to the raw scores.** It is important that you save your changes frequently.

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>66942</td>
<td>A5</td>
</tr>
<tr>
<td>72875</td>
<td>B+</td>
</tr>
<tr>
<td>74749</td>
<td></td>
</tr>
<tr>
<td>77331</td>
<td></td>
</tr>
<tr>
<td>81354</td>
<td>Q1: 4/5</td>
</tr>
<tr>
<td>91585</td>
<td></td>
</tr>
</tbody>
</table>

☐ Check this box if you would like these raw scores to be transferred to the Final Grades screen as Final grades. (Note that this function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) Even if you check this box, you will need to go to the Final Grades Screen (see button below) to submit your final grades to the Registrar's Office. You will still be able to make adjustments to your final grades on the Final Grades Screen if you check this box.

![Save Submit Reset]

If you want your raw scores to be your Final Grades check the box at the bottom of the screen. (Note: This function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) You will still need to go to the Final Grades screen to submit your final grades. You can still make changes to the Final Grades before submitting them.
Some students may have special circumstances:

- **Student Approved – Deferred**: The Registrar has approved an exam deferral for this student. Exam deferrals are granted by the Registrar based on an exam conflict or an extenuating circumstance (e.g., illness or death in family). You can still enter raw scores for your other students. Once you enter all of the non-deferred students’ raw scores and press Submit, MyAccess will reveal their names but will not reveal the deferred students’ identities.

- **Student Approved – Final Paper**: This student did not take the final exam and wrote a paper instead. You do not need to enter a raw exam score. **Note**: This flag will only be used if your course offered a paper option and you notified the Registrar that you granted this student permission to write a paper instead of an exam.
Information Regarding Students’ Identities

As soon as you enter all the raw scores for a given category of students and click Submit, MyAccess will display the students’ names next to their exam numbers. For example, if you are just completing graduating students’ grades at this time, you can leave some or all of the non-graduating students’ raw scores blank until you have read their exams. MyAccess will not, however, display any graduating students’ names until all of the graduating raw scores have been entered. You may print the page of raw scores.

Enter Final Grades

Once you have entered your raw scores, click the Go To Final Grades Form button. You can also navigate there by going to the blue Faculty Services tab at the top of the screen to return to the main faculty menu, then click Final Grades.
Example:

Select the current term from the drop-down box.

**Select Term**

Home > Faculty Services > Term Selection

Select a Term: Fall 2015

Submit

Select Course Number (CRN)

Final Grades

Note: You must submit raw scores in order to receive information regarding students’ identities before entering final grades. If you begin by clicking on Final Grades before entering raw scores, the system will prompt you to select a term and CRN. You will be able to see an alphabetical list of your students without exam numbers. However, you will not be able to enter grades until you have first entered raw scores.

On the Final Grades screen MyAccess will display your class list.
To assign a final grade, choose a letter grade from the **Grade** menu for each student.

MyAccess will log you out after 60 minutes of inactivity unless you save your work by clicking the **Save** button. You do not have to enter all of your grades at once.
Once you have entered all final grades, click **Submit** to send them to the Registrar’s Office. You will not be able to make further changes.

**JD Courses:** If your course is taught on a mandatory Pass/Fail basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select courses.

**Graduate-Level Courses:** If your course is taught on a Pass/Fail/Honors basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select graduate-level courses.

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**Assign Best Exam/Paper Designation**

Faculty members are encouraged to identify the best exam/paper for each course. There is no limit to the number of best exams or papers that can be selected.
If you would like the best exam to be published on the Law Library’s website as feedback for your students, please check the box at the bottom of the page.

View Grade Distribution

After you have entered your final grades and clicked submit, you can click View Grade Distribution on the Final Grades page to see the percentage of each grade you have assigned for a specific course. If your course is cross-listed (i.e., LAWJ-123-45 and LAWG-123-45), you will be able to view the grade distribution for both sections combined. On the left is recommended curve/historical grade information for the course. On the right (if applicable), MyAccess adds those grades to cross-listed sections so that you can see the entire curve for your course.
If your course has an exam section and a paper section (i.e. 3-credit and 2-credit sections of the same course), there will be two separate course numbers or CRNs. Please note that there will be a separate grade distribution for each of these two sections of the same course. Unlike cross-listed courses, the grade distribution for these separate sections will not be combined.
Making Changes to your Final Grades

Prior to the Grades Deadline: You may make changes to your final grades yourself online, up until you submit your grades to the Registrar’s Office. Once you have submitted your grades you will not be able to make any changes and your grades will be posted for students to view. You will receive email confirmation that your grades have been successfully submitted.

After the Grades are Posted: If you wish to make a change to a previously submitted grade, based on a demonstrable clerical error, you will not be able to make the change online via MyAccess. In order to request a grade change based on a demonstrable clerical error, you must contact the Registrar, Denise Sangster, at das232@law.georgetown.edu, and provide details of the error in reporting the grade. You should not communicate a grade change to the student unless the change has been approved by the Registrar.

In-Person Help
The Registrar’s Office staff will provide hands-on assistance either in person (315 McDonough Hall) or by phone (202-662-9220), on weekdays between 10:00 a.m. and 5:00 p.m. (Please note: the Office of the Registrar will only be open to commencement related business and processing of graduating student grades from Thursday, May 18th through Sunday, May 21st, and will be closed Monday, May 22nd.) If you have any questions regarding your grades, please contact Dinah Maurelus, Manager of Records, at 202-661-9119 or dm1217@law.georgetown.edu; the Associate Registrar, Evelyn Alfaro, at 202-661-6650 or ega4@law.georgetown.edu; or the Registrar, Denise Sangster, at 202-662-9238 or das232@law.georgetown.edu.
There is a dedicated computer in the Registrar’s Office for faculty to use to submit grades during the grading period and Registrar’s Office staff will be available to answer questions or guide you through the online submission process. Please note that the Registrar’s staff will not be able to submit grades for you online because they cannot impersonate you in MyAccess. However, if you would prefer to submit your grades using the computer in the Registrar’s Office, the staff can guide you through the step-by-step process. You should not share your MyAccess password with others. Handle your online grading access the same way you would handle access to your personal information.

**Recommended Curve**

In Fall 2009, the faculty voted to make a change to the recommended grading curve for first-year and upper level examination courses – the new curve is below. In so doing, the faculty also established a grade of A+ to be recorded on official law school transcripts in recognition of truly extraordinary academic performance in a law school class. Because of this high standard, the A+ is not to be routinely awarded – even the best exam or paper in a class might not receive an A+. Please carefully consider whether any A+ grades that you award meet the truly extraordinary academic performance standard. If grades are significantly above or below the recommended curve, a dean will discuss the grades with the faculty member.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12%</td>
</tr>
<tr>
<td>A-</td>
<td>19%</td>
</tr>
<tr>
<td>B+</td>
<td>28%</td>
</tr>
<tr>
<td>B</td>
<td>31%*</td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>5-10%*</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

* Because the target percent for grades B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.
** Please note that if your class size is less than 30 students, you may use the historical grade distribution below.

**Historical Grade Distribution**

_Seminars._ Because of the nature of seminars, grades in these courses tend to be somewhat higher and the recommended grading curve does not apply. To give you some guidance, the following is the historical distribution of grades for seminars:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>2%*</td>
</tr>
<tr>
<td>A</td>
<td>36%</td>
</tr>
<tr>
<td>A-</td>
<td>32%</td>
</tr>
<tr>
<td>B+</td>
<td>21%</td>
</tr>
<tr>
<td>B</td>
<td>7%</td>
</tr>
<tr>
<td>B-</td>
<td>2%</td>
</tr>
<tr>
<td>C+</td>
<td>1%</td>
</tr>
<tr>
<td>C</td>
<td>0%</td>
</tr>
<tr>
<td>C-</td>
<td>0%</td>
</tr>
<tr>
<td>D</td>
<td>0%</td>
</tr>
<tr>
<td>F</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Reserved for “truly extraordinary academic performance” and not routinely awarded.