GEORGETOWN LAW
Grading Instructions for Summer 2020 Exam Courses

Exam Dates:

- All Summer Take Home Exams open on July 20, 2020 at 10:00 a.m. ET and close on July 27, 2020 at 5:00 P.M. ET
- All Papers due on July 24, 2020 by 5:00 P.M. ET
- Maximum Paper Extensions due on August 31, 2020 at 5:00 P.M. ET

Grading Deadlines:

- Exam Courses: Grades due August 14, 2020 by 12 Noon ET
- Paper Courses: Grades due August 14, 2020 by 3:00 P.M. Noon ET
- Graduating Students with Paper Extension (Papers due July 25 through August 31, 2020): Grades Due September 18, 2020 by 5:00 P.M. ET
- Non-Graduating Students with Paper Extension (Papers due July 25 through August 31, 2020): Grades Due September 21, 2020 by 5:00 P.M. ET

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.

DUO Enrollment/Installation:
You need to be enrolled in the Georgetown DUO Application and have the app installed on your smartphone in order to log into MyAccess and enter your grades. Below are instructions for enrolling in DUO and logging into MyAccess using the DUO app.
1.) Enroll in Duo link: [https://uis.georgetown.edu/accounts/netid-password-security/duo/enroll-in-duo](https://uis.georgetown.edu/accounts/netid-password-security/duo/enroll-in-duo)

2.) Install and setup Duo on your smartphone link: [https://uis.georgetown.edu/accounts/netid-password-security/duo/set-up-duo](https://uis.georgetown.edu/accounts/netid-password-security/duo/set-up-duo)

If you still experience difficulty, please contact the UIS Helpdesk at 202-687-4949 or [help@georgetown.edu](mailto:help@georgetown.edu).

**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 and times 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 student exams “with comments only” and/or grading rubrics 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 Office of the Registrar does not retain a copy of these exams after they have been returned to students.
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 lawhelp@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 Summer 2020 and click on **Submit**.

- 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.

**Example: Cross-Listed Class**

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. *Note: You do not need to enter raw scores for paper courses. See Grading Instructions for Papers.*

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

![Image of course list]

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.

**Requires Early Grading:** If “Requires Early Grading” appears in the Message column as shown below, that student is **graduating this semester.**
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.

![Final Raw Scores Table]

**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.

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.
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.

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.

**Final Raw Scores**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Exam ID</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoya, Brendan</td>
<td>G003554</td>
<td>99999</td>
<td>A</td>
</tr>
<tr>
<td>Hoya, James</td>
<td>G003616</td>
<td>99999</td>
<td>B</td>
</tr>
<tr>
<td>Hoya, Elizabeth</td>
<td>G003575</td>
<td>99999</td>
<td>B+</td>
</tr>
<tr>
<td>Hoya, Teresa</td>
<td>G003773</td>
<td>99999</td>
<td>C</td>
</tr>
<tr>
<td>Hoya, Kelly</td>
<td>G001690</td>
<td>99999</td>
<td>B</td>
</tr>
<tr>
<td>Hoya, Chu</td>
<td>G001919</td>
<td>99999</td>
<td>A</td>
</tr>
</tbody>
</table>

Check this box if you would like the 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.

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**.

**Term Selection**

Select a Term: **Fall 2015**

**Submit**
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.

Please save the grades often.

Click the SUBMIT button when you are ready to submit your grades to the Registrar’s Office.
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.

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, 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 the mandatory grading curve 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 Office of the Registrar at lawreg@georgetown.edu, and provide details of the error in reporting the grade. Please do not communicate a grade change to the student unless the change has been approved by the Registrar.

**Assistance Via Phone or Email**

Please note that the Office of the Registrar is closed to the public and can only offer assistance via phone or email. Office of the Registrar staff will provide assistance, weekdays between 10:00 a.m. and 5:00 p.m. If you need assistance entering your grades, please contact us at (202) 662-9220 or lawreg@georgetown.edu.

Please note that Office of the Registrar staff will not be able to submit grades for you online because we cannot impersonate you in MyAccess. 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.
Grading Policy

In Spring 2020, the faculty voted to make changes to the grading policies and curves for 1L and upper-level courses, effective Summer 2020. The new policies are below.

Mandatory 1L Course Curve

<table>
<thead>
<tr>
<th>Grade</th>
<th>Recommended Target (+ Mandatory Min-Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>1% (0-2%)</td>
</tr>
<tr>
<td>A</td>
<td>17% (17-19%)</td>
</tr>
<tr>
<td>A-</td>
<td>20% (19-21%)</td>
</tr>
<tr>
<td>B+</td>
<td>39% (39-43%)</td>
</tr>
<tr>
<td>B</td>
<td>23% (15-25%)</td>
</tr>
<tr>
<td>B- to F</td>
<td>0-5%</td>
</tr>
</tbody>
</table>

Classes of fewer than 90 students may exceed or fall below the specified range for A and A- grades by one student.

Recommended Upper-Level Course Curve with Mandatory Ceilings

<table>
<thead>
<tr>
<th># Enrolled Students</th>
<th>Non-Mandatory (Recommended) Distribution</th>
<th>Mandatory Ceiling (Max Mean Class GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 9</td>
<td>A+ (2%) B+ (21%)</td>
<td>N/A*</td>
</tr>
<tr>
<td></td>
<td>A (36%) B (6-9%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A- (32%) B- or below (0-3%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yields GPA: 3.67</td>
<td></td>
</tr>
<tr>
<td>10 – 29</td>
<td>A+ (1%) B+ (33%)</td>
<td>3.80</td>
</tr>
<tr>
<td></td>
<td>A (19%) B (14-19%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A- (28%) B- or below (0-5%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yields GPA: 3.50</td>
<td></td>
</tr>
<tr>
<td>30+</td>
<td>A+ (1%) B+ (33%)</td>
<td>3.60</td>
</tr>
<tr>
<td></td>
<td>A (19%) B (14-19%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A- (28%) B- or below (0-5%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yields GPA: 3.50</td>
<td></td>
</tr>
</tbody>
</table>

*All clinics and practica, regardless of size, have a 3.80 mandatory ceiling.
Grade of A+

- The grade of A+ will be awarded 4.33 GPA points.
- For 1L courses, where the curve is mandatory, there is a target of 1% A+ and an allowable range of 0-2% A+. At least one A+ may be awarded per 1L class, regardless of class size.
- No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded.