

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>

2.) Install and setup Duo on your smartphone
link: <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.

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.
3. Assign "best exam/paper" designation.
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.

Students
MyAccess
Biographical and Address Information View Course Schedules Course Registration MyDegree (Degree Audit) Financial Aid Services Student Account Services Request Refunds Student Health Insurance Meal Plan Enrollment and Changes Main Campus HoyaNet Services HOYAlert
Student Access+ Old Student Information System – access to transcripts with grades prior to Fall 2009

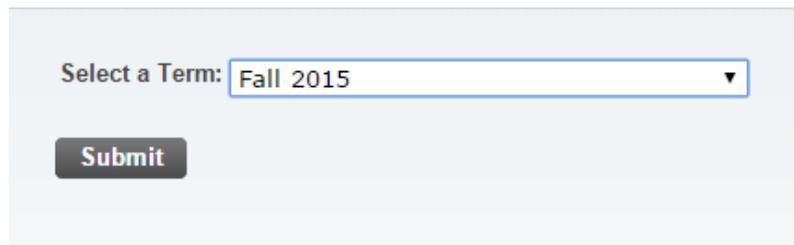
Faculty
MyAccess
Course Schedules Main Campus Advisee Review Faculty Grading & Class Lists HOYAlert
Employee Access+ Employee Services including payroll, salary, and benefits information

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.

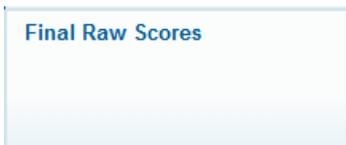
Enter Raw Exam Scores and Receive Information regarding Students' Identities

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.

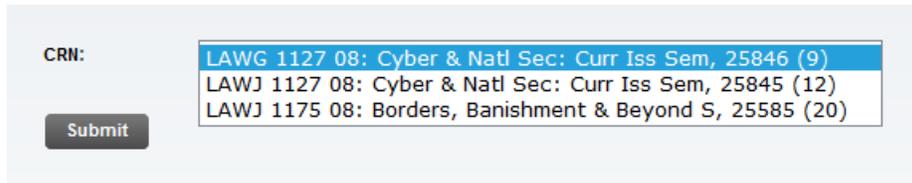
- To enter raw scores, click on the blue **Faculty Services** tab at the top of the page, and then click on Term Selection, choose Summer 2020 and click on **Submit**.

A screenshot of a web form. It features a dropdown menu labeled "Select a Term:" with "Fall 2015" selected. Below the dropdown is a dark grey button with the word "Submit" in white text.

- Click on **Final Raw Scores**.



- Choose a course and click **Submit**.



CRN: LAWG 1127 08: Cyber & Natl Sec: Curr Iss Sem, 25846 (9)
LAWJ 1127 08: Cyber & Natl Sec: Curr Iss Sem, 25845 (12)
LAWJ 1175 08: Borders, Banishment & Beyond S, 25585 (20)

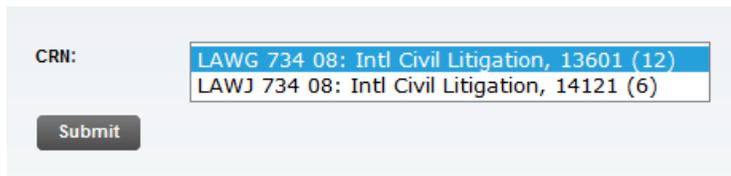
If your course is cross-listed (has separate sections for JD students and LLM students), there will be two separate course numbers (CRN). Please be sure to check that you see the CRN for each section. You should enter the scores for one section, then come back and do the other section.

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)

Example: Cross-Listed Class



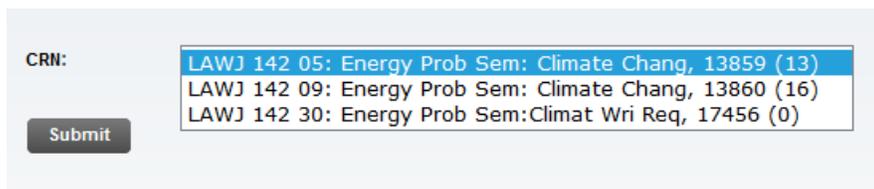
CRN: LAWG 734 08: Intl Civil Litigation, 13601 (12)
LAWJ 734 08: Intl Civil Litigation, 14121 (6)

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



The screenshot shows a form with a label 'CRN:' on the left. To the right is a text input field containing three lines of text: 'LAWJ 142 05: Energy Prob Sem: Climate Chang, 13859 (13)', 'LAWJ 142 09: Energy Prob Sem: Climate Chang, 13860 (16)', and 'LAWJ 142 30: Energy Prob Sem:Climat Wri Req, 17456 (0)'. Below the input field is a 'Submit' button.

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

Student Name	ID	Exam ID	Score
	40913		<input type="text"/>
	41349		85
	45197		B+
	48692		<input type="text"/>
	51824		Q1: 4/5
	57339		<input type="text"/>



Requires Early Grading.

Requires Early Grading.

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.

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.

66942	<input type="text"/>
72875	<input type="text" value="85"/>
74749	<input type="text" value="B+"/>
77331	<input type="text"/>
81354	<input type="text" value="Q1: 4/5"/>
91585	<input type="text"/>

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.

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.

Final Raw Scores

Student Name	ID	Exam ID	Score
	22022		<input type="text" value="A"/>
	34476		<input type="text" value="B"/>
	65414		<input type="text" value="B+"/>
	68379		<input type="text" value="C"/>

If you have assigned letter grades as raw scores you may check this box to transfer the raw scores to the Final Grades screen.

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.

Click SUBMIT when you have finished entering your raw scores.

By clicking the "Save" button, you will save your existing work and be able to continue later (note that the raw scores you have entered will not be submitted). By clicking on the "Submit" button, you will submit your raw scores and will be able to see the names of the students. (Note that you will not be able to make further changes to your raw scores). After clicking submit, you will then need to go to the Final grades Screen (see link below) to submit your final grades.

⚠ Please save scores often. There is a 60 minute time limit on this page.

Click this button to go directly to the Final Grades screen.

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

Student Name	ID	Exam ID	Score
Hoya, Brendan	G003554	99999	A
Hoya, James	G003616	99999	B
Hoya, Elizabeth	G003575	99999	B+
Hoya, Teresa	G003773	99999	C
Hoya, Kelly	G001690	99999	B
Hoya, Chu	G001919	99999	A

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.

By clicking the "Save" button, you will save your existing work and be able to continue later (note that the raw scores you have entered will not be submitted). By clicking on the "Submit" button, you will submit your raw scores and will be able to see the names of the students. (Note that you will not be able to make further changes to your raw scores). After clicking submit, you will then need to go to the Final Grades Screen (see link below) to submit your final grades.

 Please save scores often. There is a 60 minute time limit on this page.

 Click [here](#) to go to the Final Grades form and submit grades.

Enter Final Grades

Once you have entered your raw scores, click the 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: ▼

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.

 Please save the grades often.

Final Grades

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolled	Message
1	Hoya, Michael	839514	3.000	LW	MLT	TAXL	Law Graduate, Part Time	Fall	99999	Q1: 4/5	None ▾	<input type="checkbox"/>	N	Require Early Grading
2	Hoya, Eric	822365	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Spring	99999	A	None ▾	<input type="checkbox"/>	N	
3	Hoya, Michael	831073	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Fall	99999	C	None ▾	<input type="checkbox"/>	N	Require Early Grading
4	Hoya, Jason	800747	3.000	LW	LLM	LAW	Law Graduate, Part Time	Spring	99999	B+	None ▾	<input type="checkbox"/>	N	
5	Hoya, Michael	830833	3.000	LW	JD	LAW	Law, Day - Third Year	Spring	99999	85	None ▾	<input type="checkbox"/>	N	
6	Hoya, Ellora	801031	3.000	LW	JD	LAW	Law, Day - Third Year	Spring 2014	99999	B	None ▾	<input type="checkbox"/>	N	

Save Frequently

Save Submit Reset

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.

Grade

None ▾

None

A+

A

A-

B+

B

B-

C+

C

C-

D

F

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.

Final Grades

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolled
1	Hoya Paloma	8325976	3.000	LW	JD	LAW	Law, Day - Third Year	Fall	51439 79		None ▾	<input type="checkbox"/>	N
2	Hoya Carson E.	8034242	3.000	LW	JD	LWPP	Law, Day - Third Year	Fall	91585 A		None ▾	<input type="checkbox"/>	N
3	Hoya Timothy J.	8356945	3.000	LW	JD	LAW	Law, Evening-Fourth Year	Fall	11368 96		None ▾	<input type="checkbox"/>	N

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.

6	Sy, Deborah	822246005	3.000	LW	MLGH	IGHL	Law Graduate, Full Time	Spring
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Please check this box if you would like the best exam posted to the Law Library's website.

Save

Submit

Reset

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.

Grade Distribution

<i>This Section</i>					<i>Cross Listed Sections</i>				
CRN	Subject	Course	Section	Course Title	CRN	Subject	Course	Section	Course Title
39999	LAWJ	999	99	Law and Property Seminar	39998	LAWJ	999	99	Law and Property Seminar
					39999	LAWG	999	99	Law and Property Seminar

Recommended Curve/Distribution for All Cross listed Sections

Grade	Percentage of Students	Number of Students
A+	0	0
A	12	3
A-	19	6
B+	28	8
B	31 to 36	9 to 10
B- to F	5 to 10	1 to 3

Curve for All Cross Listed Sections

Grade	Number of Students	Percentage of Students
A+	1	3.45
A	6	20.69
A-	1	3.45
B+	4	13.79
B	8	27.59
B-	1	3.45
C+	1	3.45
C	4	13.79
C-	2	6.90
D	1	3.45
Total	29	

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

Grade	Recommended Target (+ Mandatory Min-Max)
A+	1% (0-2%)
A	17% (17-19%)
A-	20% (19-21%)
B+	39% (39-43%)
B	23% (15-25%)
B- to F	0-5%

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

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

*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.