Grading Instructions for Fall 2022 Exam Courses

Grading Deadlines:

- **Mini Course/Bookend Exam Courses**: Grades due Friday, November 4, 2022 by 5:00 P.M. ET
- **All Final Exams and Papers (Papers Due Friday, December 16, 2022): Grades Due Tuesday, January 10, 2023 by 12 NOON EST**
- **Paper Extension (Papers due Saturday, December 17, 2022 through Monday, January 30, 2023): Grades Due Friday, February 17, 2023 by 5:00 P.M. ET** *(Due Friday instead of Monday 2/20 due to Presidents Day)*

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 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. From MyAccess, you will be routed to the new grading platform where you will 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.
Grade Reporting Process
The online grading system requires faculty to enter and submit raw scores and final grades in MyAccess through the grading portal. All grades are due by the dates and times listed above.

Through the online grading system, 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.
5. Submit grades 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.
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 before you can view their identities and finalize their grades.

- To enter raw scores, click on the blue Faculty and Advisors tab at the top of left of the page, and then click **only** on the Law Final Grading tab. **If you have any other tab for final grades, please do not use it to submit Law Center grades.**

- You will be directed to the grading platform and will be asked to sign in one more time with your NetID and password.
- On the welcome page, you will see all the courses that you are teaching in the current term.

![Welcome](Welcome.png)

After electronically submitting your raw scores, you will be able to view student names and the corresponding exam numbers. You will then have the opportunity to either: (1) confirm your raw scores are your final grades or (2) adjust your raw score grades before submitting your final grades to the Office of the Registrar.

**IMPORTANT:** It is critical that you do NOT tell students their grades until AFTER the final grades have been approved and the status line indicates that the grades have been uploaded to Banner.

Your Courses Table

<table>
<thead>
<tr>
<th>Title</th>
<th>Class Level / Distribution Type</th>
<th>Blind Graded?</th>
<th>Current Status</th>
<th>Grading Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inf Law Essentials (LAWG-3002-1) 33967 (3 Students Enrolled)</td>
<td>Initial Grading Phase</td>
<td>No</td>
<td>01/08/2021 12:00 AM</td>
<td>Assign/Edit Grades</td>
</tr>
</tbody>
</table>

- Choose a course and click **Assign/Edit Grades**.

If your course is cross-listed (e.g. has separate sections for JD students and LLM students), there will be one entry for the course and the CRNs for all the cross-listed sections will be displayed. Please enter the raw scores for all the sections.

![Welcome](Welcome.png)

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<th>Blind Graded?</th>
<th>Current Status</th>
<th>Grading Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Int Trade &amp; Regulation (LAWG-964-10) 13769 Class (12 Students Enrolled)</td>
<td>Initial Grading Phase</td>
<td>Yes</td>
<td>01/17/2021 01:00 AM</td>
<td>Assign/Edit Grades</td>
</tr>
</tbody>
</table>

- 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. Be advised that these sections, although part of the same course, will be curved separately for having different final assessments and or credit amounts. **Note:** You do not need to enter raw scores for paper courses. See Grading Instructions for Papers.
Enterting raw scores

- You will see a list of your students’ anonymous Exam IDs, 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. There is a notes column where you can add any notes that will help you with the grading process; these notes will not be added to the students’ records.

- There is NO SAVE BUTTON on the screen; however, your work is saved automatically as you are entering it on the page. You may sign out if necessary and return later without losing your work. **Please be aware that once you enter all of the raw scores and click the “Proceed to Final Grading” button, you will not be able to make changes to the raw scores.**

- Once you have entered all raw scores and you are ready to proceed to the final grade screen, please click on the “Proceed to Final Grading” button. You will then be asked to confirm that you wish to do so.
After submitting the raw scores you will be redirected to the welcome page; please click the “Assign/Edit Grades” button to access the final grading phase.

**Enter Final Grades**
After submitting all the raw scores, the students’ names and their exam numbers will be displayed.

To assign a final grade, choose a letter grade from the **letter grade** menu for each student.
There is **NO SAVE BUTTON ON THE SCREEN**; however, your work is saved as you are entering it on the page.

- Once you have entered all final grades, click **“Check Conformity”** to make sure that your grades are following the current curve.

- If your grades meet conformity based on the curve associated with your course, you will receive a message stating that your grades are “In conformity with required grading guidelines”.

You will also see a breakdown of your grade distribution in comparison to the recommended distribution. The mandatory ceiling mean GPA (if applicable), along with the mean GPA for your class, will also be displayed.

- You may now click **“Submit Final Grades”**.
If your grades do not follow the approved curve guidelines, you will receive a notice that your grades are “not in conformity with required grading guidelines”. The system will also display the reason why you are not in conformity.

- To make the necessary grade adjustments, click the “back” button and you will return to the final grading phase. Once you have completed the adjustments and confirmed grade curve conformity, you may click “Submit Final Grades”.

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 you can select, however there is a limit on how many will be sent to the library for posting.
To make this selection, click on the “Best Exam/Paper” check box located to the right of each paper or exam.

If you would like the best exam to be published on the Law Library’s website as a study tool for future students, please check the box located to the right of the best exam/paper check box.

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Making Changes to your Final Grades

Prior to the Grades Deadline: You may make changes to your final grades yourself up until you submit your grades to the Office of the Registrar. Once you have submitted your grades, you will not be able to make any changes. Grades will be posted for students to view.

After Grade Posting: 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 the grading platform. 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 Registrar has approved the change.
**Assistance Via Phone and Email**

If you need assistance entering your grades, please contact us at 202-662-9220 during business hours or lawreg@georgetown.edu and we will respond as soon as we are able.

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. At least one A+ may be awarded per first-year class, regardless of class size. This Mandatory Curve applies to all first-year required courses, including the Evening Division sections of Criminal Justice and Property taken during the second year of the evening program.
# 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%) A (36%) B (6-9%) A- (32%) B- or below(0-3%) Yields GPA: 3.67</td>
<td>N/A*</td>
</tr>
<tr>
<td>10 – 29</td>
<td>A+ (1%) B+ (33%) A (19%) B (14-19%) A- (28%) B- or below(0-5%) Yields GPA: 3.50</td>
<td>3.80</td>
</tr>
<tr>
<td>30+</td>
<td></td>
<td>3.60</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.