

GEORGETOWN LAW
Grading Instructions for Spring 2024 Exam
Courses

Grading Deadlines:

- Week One Exam Courses (Take-Home Exams Friday, January 19 - Friday, January 26, 2024) : **Grades due by 5:00 P.M. ET Thursday, February 15, 2024**
- Week One Paper Courses (**Papers due Friday, February 2, 2024**): **Grades due by 5:00 P.M. ET Monday, February 26, 2024**
- Week One Paper Extension (**Papers due Saturday, February 3, 2024 - Tuesday, May 14, 2024**): **Grades due by NOON ET Tuesday, May 28, 2024**
- Mini Course Exams (Tuesday, March 19 - Tuesday, March 26, 2024): **Grades due by 5:00 P.M. ET Monday, April 8, 2024**
- All Final Exams and Papers (**Papers due Tuesday, May 14, 2024**): **Grades Due by NOON ET Tuesday, May 28, 2024**
- Paper Extension (**Papers due Wednesday May 15 - Friday, June 7, 2024**): **Grades Due by 5:00 P.M. ET Friday, June 28, 2024**

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>

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

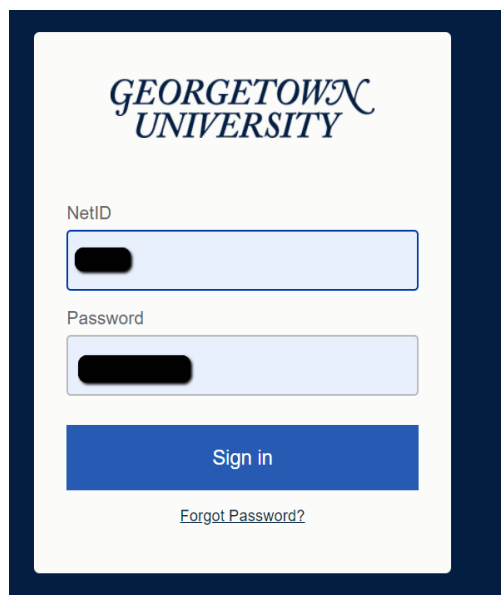
Log into MyAccess (<http://myaccess.georgetown.edu/>)

Click on the **MyAccess** link in the **Faculty** section.

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.



The image shows a login form for Georgetown University. At the top, the university's name "GEORGETOWN UNIVERSITY" is displayed in a serif font. Below the name are two input fields: "NetID" and "Password". Both fields contain blacked-out text. A blue "Sign in" button is positioned below the password field. At the bottom of the form, there is a link for "Forgot Password?".

GEORGETOWN
UNIVERSITY

NetID

Password

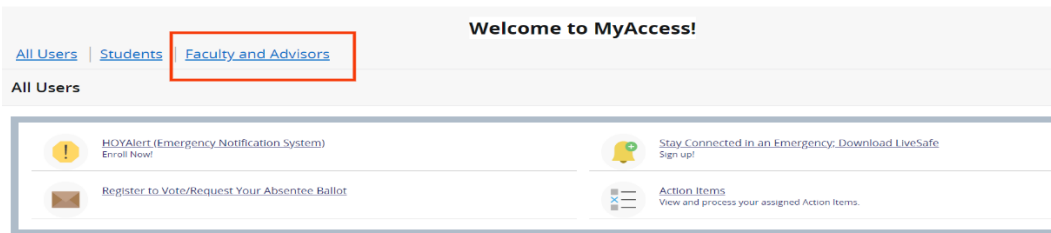
Sign in

[Forgot Password?](#)

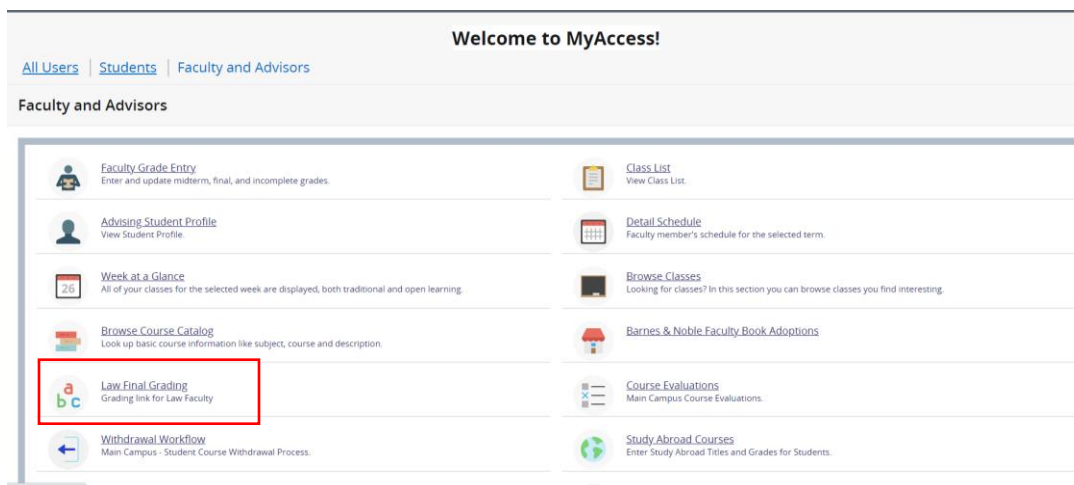
Enter Raw Exam Scores and Receive Information regarding Students' Identities

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.



- Then click on the **Law Final Grading** tab. **Do not click on Faculty Grade Entry 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,

Listed below are the courses for which you have been identified as the primary grader. Please note that the options available for each course will vary depending on the current stage in the grading workflow.

After you electronically submit 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 **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					9
TITLE	CLASS LEVEL / DISTRIBUTION TYPE	BLIND GRADED?	CURRENT STATUS	GRADING DUE DATE	
Intl Law Essentials (LAWG-3052-9) 32807 (5) Students Enrolled	Upperclass - PF Class	No	Initial Grading Phase This course is awaiting initial grade assignments by the grading instructor.	01/08/2021 12:00 AM	Assign/Edit Grades

- 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,

Listed below are the courses for which you have been identified as the primary grader. Please note that the options available for each course will vary depending on the current stage in the grading workflow.

After you electronically submit 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 **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					
TITLE	CLASS LEVEL / DISTRIBUTION TYPE	BLIND GRADED?	CURRENT STATUS	GRADING DUE DATE	
Intl Trade Law & Regulation (LAWG-966-10) 13673 & 18599 (12) Students Enrolled	Upperclass - UP10-29 Class	Yes	Initial Grading Phase This course is awaiting initial grade assignments by the grading instructor.	01/17/2021 01:00 AM	Assign/Edit Grades

- 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.*

Entering 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.

[Back](#) [Proceed to Final Grading](#)

Initial Grading Phase

Intl Law Essentials (LAWG-3052-9) 32807

[Grading Details](#)

Due Date: 08 Jan 2021

Recent Notes

Thursday, October 22, 2020 8:11 AM Not Activated for Grading -

For a complete list of notes related to this course's grading process click the History tab under Grading Details.

Course Details

Initial Grading Phase
This course is awaiting initial grade assignments by the grading instructor.

Grade [History](#)

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
96697	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
92368	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
56803	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
55905	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.

Please Confirm the Following: ✕

You are about to submit your initial grades for Intl Law Essentials (LAWG-3052-9) 32807 and move to the Final Grading Phase.

Enter notes here.

Are you sure you want to continue?

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.

Final Grading Phase
Intl Assist for Global Health (LAWJ-802-8) 20815

Back Check Conformity

Grading Details Due Date: 06 Nov 2020

Grade History

Show Copy/Paste Import Panel

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
	80	B+		<input type="checkbox"/>	<input type="checkbox"/>
	80	B-		<input type="checkbox"/>	<input type="checkbox"/>
	a	A-		<input type="checkbox"/>	<input type="checkbox"/>

Recent Notes
Thursday, October 22, 2020 2:26 PM Final Grading Phase -
For a complete list of notes related to this courses grading process click the History tab under Grading Details.

Course Details
Final Grading Phase
The initial grades for this course have been converted from BlindID to Student name. You now have the opportunity to input and adjust grades for class performance and submit your final grades.

Term: Fall 2020

- 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”**.

Check Course Conformity
Intl Assist for Global Health (LAWJ-802-8) 20815

Back Submit Final Grades

Course Conformity Report

IN CONFORMITY WITH REQUIRED GRADING GUIDELINES

Please Note the Following:

- B expected to be at least 6%
- All B- to F grades expected to be less than 3%

The grade of A+ will be awarded 4.33 GPA points. No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded. Recommended distribution yields a 3.67 GPA. (* all clinics and practica, regardless of size, have a 3.80 mandatory ceiling.)

Course Details
(FINAL GRADING PHASE)
The Initial Grades For This Course Have Been Converted From BlindID To Student Name. You Now Have The Opportunity To Input And Adjust Grades For Class Performance And Submit Your Final Grades.

Semester: Fall 2020

Distribution Schedule: UP<=9 Class

- 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.

# ENROLLED STUDENTS	GRADE	COUNT	RECOMMENDED DISTRIBUTION	ACTUAL DISTRIBUTION	MANDATORY CEILING (MAX MEAN CLASS GPA)	ACTUAL MEAN (CLASS GPA)
1-9	A+	0	2%	0%	N/A*	2.86
	A	1	36%	14.286%		
	A-	2	32%	28.571%		
	B+	1	21%	14.286%		
	B	0	6-9%	0%		
	B- to F	3	0-3%	42.857%		

- 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**”.

[Back](#) [Submit Final Grades](#)

Check Course Conformity

Est Plan: Income Tax y (LAWG-0868-010) 13646

Course Conformity Report

NOT IN CONFORMITY WITH REQUIRED GRADING GUIDELINES

- No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded.

- A+ expected to be less than 2%
- B expected to be at least 6%
- All B- to F grades expected to be less than 3%

Course Details

(FINAL GRADING PHASE)

The Initial Grades For This Course Have Been Converted From BlindID To Student Name. You Now Have The Opportunity To Input And Adjust Grades For Class Performance And Submit Your Final Grades.

Semester: Fall 2020

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.

Final Grading Phase

Intl Assist for Global Health (LAWJ-802-8) 20815

 Grading Details

Due Date: 06 Nov 2020

Grade [History](#)

Show Copy/Paste Import Panel

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
<input type="text"/>	80	B+ <input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	80	B- <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	8	A- <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

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

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. 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

# Enrolled Students	Non-Mandatory (Recommended) Distribution	Mandatory Ceiling (Max Mean Class GPA)
1 – 9	A+ (2%) B+ (21%) A (36%) B (6-9%) A- (32%) B- or below(0-3%)	N/A*
10 – 29	Yields 3.67 GPA:	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.