

PHYS 122: Official Procedure for Requesting an Exam Re-Grade

February 13, 2009

- The First Hour Exam is graded. The average is 74 points out of 100 points. Standard Deviation is about 17 points. Students who scored above 90 points did well. Students who scored below about 40 points will need to improve to pass the course. Students who struggled with the exam material are strongly encouraged to see Mr. Covault during office hours to discuss a strategy to get a better mastery of the materials and to improve your exam scores.
- Typeset solutions to the exam are complete and posted online I strongly encourage every student to study these solutions and compare them in detail to the work you produced on your exam.
- Students who have questions about the grading and/or wish to be considered for a **Re-grade or Grade Correction** need to follow the following procedure. Please follow the procedure *exactly* as described.
 1. Student should carefully compare their exam to solutions posted online. Students should compare the grading that they received on their exam with the that expected from the solution.
 2. If the student feels that a grader has incorrectly scored their exam, has missed some important work and/or has not properly given credit for one or more problems, the student should write an email to Corbin Covault (corbin.covault@cwru.edu). The email should include a detailed description of the comparison between the work on the exam and the work described in the solutions, and the suggested remedy. **Important: the email must be sent to Corbin Covault with this exact subject header:**

Subject: Phys 122: Request for Re-Grade First Hour Exam.

3. Important: when writing, please do not “complain” regarding the grade. With 260 exams to grade, graders will make mistakes. By offering to consider re-grades we expect students to be patient and understanding with the process. The grader is not out to get you *and it is not an issue of fairness*. Please do not complain that the grading is unfair. The issue is simply this: Did the grader make a mistake so that you did not get the points you *should* have earned? If so, what exactly was the mistake? Please stick to the facts.
4. The student should print a **hard copy** of the email and this should be **stapled** to the top of the exam to request the regrade. This exam should be placed in the “regrade” box near the podium of the lecture hall and/or in the box near Rock 207 and/or handed directly to Mr. Covault. No re-grades will be entertained unless a hardcopy of the email is attached to the exam with a staple or clip.

5. Students should expect to hear back within five days. Students are allowed to make polite inquiries if there are delays. Re-grades decisions will be emailed to student and exams will be returned to the milk crates.
6. Note that in general Mr. Covault will not discuss concerns about how an exam is graded directly with students during office hours until and unless the procedure above has been followed. If, after a regrade request has been processed, the student still feel unhappy or confused by the grading or the decision, at that point (and not before) the student is warmly encouraged to meet directly with Mr. Covault to discuss this during regular office hours or by appointment.