

EECS 20N MIDTERM 1 REGRADE POLICY
FALL 2005

We know your exam score is important to you, and we take it very seriously. We want our evaluation process to be generous to each of you, yet fair to all of you. Grading inconsistencies can occur despite our best efforts. Accordingly, you can appeal your exam score by adhering to the following mandatory guidelines.

- As a first step, study the official exam solutions carefully. To address any lingering concern, arrange a meeting with your lab GSI or one of the lecturers (respectively, your first and second lines of defense) to discuss how a particular aspect of your exam performance was assessed.
- We can accept only written requests for exam regrades, however mundane the issue at stake may seem. *Without exception, no member of the teaching staff will accommodate an oral or any approximation to a real-time regrade request.*
- Midterm 1 regrade request materials must be physically handed to a member of the teaching staff no later than the end of lecture on Wednesday, 19 October 2005; no regrade request will be accepted after this deadline.
- Please do not add to, delete from, or in any other way modify the papers bearing your original, scored, handwritten responses to the exam problems. It is a serious breach of the Code of Student Conduct to submit exam papers for regrade after any portion thereof has been modified. A violation of this clause will be prosecuted vigorously.
- On paper distinct from your original, scored, handwritten exam submission, draft an "appeal brief" by identifying the portions of your exam solutions that you want us to reconsider and explaining therein the basis of your appeal for each identified portion. *Please follow this procedure even if you want to point out a possible arithmetic error in the computation of your exam score.*
- Only exam papers submitted in entirety and bearing your original, scored, handwritten responses to the exam problems are acceptable for regrade consideration, and they must be submitted with the appeal brief described above. A facsimile representation (e.g., a photocopy) of your original exam submission is not acceptable unless it is submitted *in addition to* your original exam papers; is part, or in lieu, of the appeal brief; and is clearly annotated.
- Any regrade request automatically triggers a thorough reexamination of the entire exam, not merely the portion under appeal. Accordingly, reexamination may have a favorable, adverse, or neutral effect on your overall exam score.