

**EXAM GRADE INFORMATION (Essay/Multiple Choice Format)**  
**Buckner F. Melton, Jr.**

- I used a blind grading system for the exam. This means that I didn't know whose exam I was grading until after I had assigned all exam grades (except for adding/subtracting class performance points.) When you retrieve your exam, verify that I have correctly identified your Bluebook and scantron with your name. **LET ME KNOW IMMEDIATELY IF I HAVE MISIDENTIFIED YOUR EXAM.**
- At the bottom of your essay is a number. This is your essay score (maximum of 60).
- At the top of the first page of your Bluebook is your essay score plus your multiple choice score (maximum 40) plus or minus class performance points. The circled number and letter is the grade of your mid-term exam.
- Keep in mind that I could only grade what is on the page—not what was in your head. Therefore I cannot give you credit for information
  - a) that you meant to write down but didn't, or
  - b) if what you wrote down indicates to me a different meaning than what you say you intended.
- My green comments, either within your answer(s), or to the side of the answer(s), or below the answer(s), generally contain or point out material or organization that either
  - a) should have been included in your answer and wasn't, or
  - b) was included in your answer and shouldn't have been.
- Occasionally I will list something that is properly included in your essay. A check mark by an item indicates that I gave you full credit for it. A "pc" indicates that you received partial credit for it (likely due to insufficient detail/explanation or missing components or subcomponents). The reason for the partial credit should be clear in light of my adjacent comments.
- By comparing your essay and my comments on it to the course outline and your class notes, you should have a clear explanation for why you received the score(s) you did. If, *after reading my comments carefully and comparing them to your notes and the course outline*, you still have questions, I will do my best to answer them.
- I call your attention to the following statement from the syllabus: "If you believe your work has been graded incorrectly, you must inform me *in writing* (e.g., by email). In your communication, explain as thoroughly as possible (a) what mistake you believe I made and (b) how you think it should be remedied." You will find the full statement on grade adjustments in the syllabus.
- Your reported midterm course grade is a combination of your mid-term exam grade and quizzes up to this point. You may verify this by using the grade spreadsheet on the website. If you have not taken the mid-term exam, your mid-term course grade comes only from the quizzes.