

Anonymous Grading Policy

Approved by Faculty 4/29/2011

Anonymous grading ensures objectivity and fairness in student evaluation. Moreover, anonymous grading promotes open debate and, thus, bolsters academic freedom. Accordingly, the faculty believe in using anonymous grading whenever practicable.

The faculty commits to the use of anonymous grading for written exams and similar evaluative instruments. Notably, in courses that rely on other methods of evaluation (such as writing courses, skills courses, clinics, etc.), anonymous grading has no practicable application. Even in courses that make use of an exam for some fraction of the grade, anonymous grading may not function for other class components (such as presentations, exercises, problems, papers, etc.). Further, anonymous grading does not apply specifically to a grade adjustment due to a student's attendance. In particular, however, the faculty recognizes the need for especially careful treatment of class participation adjustments. ("Class participation" means routine contributions to class discussion and/or activities.)

Procedures:

- Whenever possible and practicable, an instructor will grade student work anonymously.
- An instructor must inform students in the syllabus at the beginning of the semester if any component of the final grade will depend on any non-anonymous consideration and must tell students which non-anonymous factors affect the grade (e.g., participation, attendance, etc.). Moreover, the instructor will inform students whether the non-anonymous factors will affect the grade only positively or also negatively.
- To facilitate the anonymous grading process, the Registrar will issue and distribute an individual examination number to each student.
- Each student will preserve anonymity by using only the examination number as an identifier and by not in any manner revealing his or her identity to the instructor during the examination and grading process. Exam instructions must explain this point.
- Each instructor will preserve anonymity throughout the grading process.
- The Registrar and the Associate Dean for Academic Affairs will assist an instructor in developing an appropriate method of including non-anonymous factors in the calculation of each student's grade in a manner that preserves anonymity on an examination or other similar evaluative instrument.
- An instructor who wishes to include non-anonymous factors should consult with the Registrar and/or the Associate Dean for Academic Affairs to devise a method for anonymous grade adjustment. For example, an instructor could submit raw examination scores by examination number to the Registrar along with the name of any student receiving or losing points for class participation or another non-anonymous factor. The Registrar would then add or subtract the points to or from the student's raw examination score. The Registrar would return the list of all scores by examination number to the instructor, who then would calculate and award the final grades. This method would allow the instructor to achieve precise compliance with G.P.A. or grade distribution guidelines. Alternately, an instructor could submit a list of letter grades by examination number to the Registrar along with the name of any student receiving a specific grade adjustment. The Registrar would then make the grade adjustments and record final grades.
- Class participation alone must not result in an adjustment of a student's grade by more than a 0.7 grade point. In other words, an instructor may adjust a student's grade from a B to a B+ or to an A-, but no more.