The GSIs take great care in grading exams. However, if you believe there has been an arithmetic error in adding up the points on your assignment or exam, simply point this out to your GSI at the end of section when you receive your assignment or exam back.

If you believe that there has been an error in the **GRADING** of your exam, here are the steps to follow.

1. **Within 7 days of the time that exams are returned in section (which will be less than 7 days from the time you receive your exam if you missed section when exams were first returned),** give your GSI your exam and a written (i.e., word processed) request of what question you think should be regraded and an explanation of why. Do not change the answers on your exam; write out your request separately and give both your request and your original exam to your GSI.

2. Your GSI reserves the right to regrade your entire exam, not just the question(s) mentioned in your regrade request. Scores on any question can be changed—increased or decreased. Therefore, it is possible that you could wind up with fewer points at the end of the regrade than you had originally.

3. Letter grades in my courses never depend upon 1 or 2 or 3 points. So if you’re spending your (and your GSI’s) time challenging the grading of anything less than 3 points, please get out your principles textbook and study the section on opportunity cost. More to the point, I have advised the GSIs to reject any regrade request that is for 2 points or less. It is simply not a good use of anyone’s time.

Exams are learning tools, not just assessment tools. I hope you will learn from the exams. You are welcome to talk with your GSI or with me about what concepts you missed or were confused on, so that we can help you be clear on the material. Just remember that the end of the conversation isn’t about changing points, it’s about helping you understand the material.