Artifact Submissions and Grading Policies
For classes taught by Michael Shindler

For all graded artifacts, it is your responsibility to submit the artifact correctly and to do so in a format readable by course staff. If we cannot read your submission, we reserve the right to treat it as not submitted. Any exceptions to this are at our sole discretion.

It is our intent to grade every artifact as quickly as we can while still grading it accurately and fairly. That having been said, there are some decorum rules we expect from students with regards to grading. Please do not make posts or ask in office hours when an artifact will be graded or when grades will be released for something. Doing so may result in a grade penalty, including but not limited to a zero on the artifact in question. Similarly, do not make posts to discuss your dissatisfaction with a graded artifact or to solicit opinions from other students about a graded artifact. Please do not make posts or send additional emails asking if I received your email; if you sent it correctly, I very likely received it. Sending multiple emails on the same topic moves your request to the end of the professor’s email queue.

Problem Sets, GradeScope and Submissions
Some graded artifacts, such as problem sets, must be submitted to GradeScope. For any such artifacts, we do not accept submissions in any other form than that; do not email your submission to course staff. Do not attempt to turn in a physical copy either. At best, attempts to submit in an alternate form will be ignored; at the professor’s discretion, they may be penalized.

All artifacts, other than Zybook reading, will have the grade reported to you via GradeScope. Your account for GradeScope must use your at-uci email address. If you use any other email address, there may be a penalty associated with any or all artifacts submitted to GradeScope which will not be reflected until the instructor calculates your grade at the end of the quarter.

Problem Sets are not accepted late; always be aware of Murphy’s Law. If you do not have an extension and you are late, you risk that we will not accept your submission, even if the software system does so. Please do not ask if we will accept yours after you notice it is late: we reserve the right to, for any student who asks if they are “too late,” explicitly or implicitly, provide the answer of “yes,” even if our answer might have been different had they not asked and even if students who do not ask and submitted later without providing appropriate reason have theirs accepted.

All submissions must be made with the filetype as a PDF. You may embed images in a PDF, but the submission file itself must be a PDF. This is true even if the submission software does not enforce this. Submissions made by a filetype other than PDF may be penalized, and that penalty may be applied even after grades have been returned to students. GradeScope has a free mobile app, available on both Android and iOS, that can help you produce such a PDF easily from physical page(s). I encourage you to give that app a try.
Any question that asks you to give an algorithm to solve a problem may be written in your choice of English prose or in pseudo-code. Unless otherwise stated in the prompt, do not submit a response using programming language syntax. On occasion, the course’s programming language(s) may be used in the prompt for clarity.

Students should all be familiar with how to scan work; GradeScope has help pages for this, such as [https://help.gradescope.com/article/0chl25eed3-student-scan-mobile-device](https://help.gradescope.com/article/0chl25eed3-student-scan-mobile-device). You are encouraged to practice scanning with sufficient time to not be affected by an imminent deadline.

**Presentation:**
For problem sets, you are to start your response to each numbered problem on a new page. Unless the instructions explicitly state otherwise, you are limited to one normal-size page for your response for each numbered problem. When you submit the work, you will be asked to tell GradeScope on which page the answer can be found. If you do not do this, the grader will decide that you did not submit a response to that question and your score will be zero.

While you are to write each response on one page, we may ask you to tag multiple subproblems for ease of our grading. For example, if problem 2 has part (a) and part (b), your combined response to both must be written on a single page. However we might require you to tag part (a) and part (b) separately if we are grading them separately. **The requirement to tell GradeScope where your response can be found is in effect for all submissions to GradeScope, including those that consist only of one page.**

Any submissions must be legible without significantly increased effort at reading by whoever is going to grade it. Be sure to submit your artifact rotated in such a way that the reader does not need to tilt their head or rotate your submission in order to read it. If your handwriting is illegible, please type instead. If you are handwriting, use either unlined or standard lined paper; please do not use engineering paper or graph paper. If you are producing the document electronically, the content must be plain and provide reasonable contrast: for example, a black background with neon green text or a navy blue background with dark red text are not okay. Do not use difficult to read fonts.

Similarly, be sure that the clarity of what is written does not cause significantly increased effort compared to a typical submission. Clarity includes the organization of the information, such as where on the page a response is and also grammatical and spelling errors that interfere with the reader’s ability to discern what the student response is or understand what the student wrote. Graders may penalize or refuse to grade a submission whose presentation interferes with being able to plainly read what is provided. If you are using a digital “page,” and that is sufficiently large that the grader needs to use the zoom in feature to see what you wrote, this may be treated as interfering with the ability to read what is provided.

Do not copy the questions onto your solution. Do not need to write “on” the document in any way for take-home assignments. The graders know what the question is asking. Do not write your name on the document unless explicitly instructed to do so; for take-home assignments, GradeScope will be able to associate your score to you because it knows who uploaded it. Keep your pages to standard US letter sizes or smaller when submitting.
Write the “correct amount.” Do not add unnecessary details. If your solution calls for using a stack, you don’t need to specify if it’s a linked-list or vector based stack unless that’s somehow important to your answer. If you are calling an algorithm from class, do not repeat how it works or rewrite the code. Do not expect the grader to fill in your details for you, though: phrases such as “and so on” or “do this for all elements” are fine when you are planning your answer, but your submission must not include them.

A suggestion. You will likely do better in this class, and get better scores on homework if you follow this suggestion. This is not a requirement, but I advise that you do not submit your first draft -- solve the problems, then think carefully about how to write your responses, then write those responses. Remember, the way your response made the most sense to you when you thought of it is probably not the most clear way to explain that to someone else in writing. I advise similarly on exams for free response questions: think carefully about what your solution is, perhaps make notes in scratch regions of the exam, and then write your response in the intended area.

Problem Set Grading:

The following is in effect for classes that have required problem sets.

- We reserve the right to not grade every problem carefully. On each assignment we will do one or more of the following:
  - choose some or all of the problems and grade that subset; or
  - grade some or all of the assignment on a "good faith effort" basis.
  - Choose some or all of the problems, grade that subset, and grade the rest on a “good faith effort” basis. Note that "good faith effort" does not mean "you wrote something, you will therefore get points." There may still be poor effort submissions that receive less than full credit, including possibly zero.

Unless stated otherwise in the syllabus, it is not necessarily the case that all problem sets will be weighted equally when determining your grade. It is also not necessarily the case that they will be weighted proportionally to how many points are available on the assignment.

Grade reconsideration requests:

If you believe one or more aspects of your artifact has been incorrectly graded, you may submit a request and a member of course staff will review it. All regrade requests must include a description of why you believe the artifact was incorrectly graded; include this with the relevant box within GradeScope. Requests that do not include a description of what you believe was incorrectly graded will be rejected regardless of merit.

To submit a regrade, you must use the regrade feature of GradeScope within the allocated time to submit reconsideration requests. A regrade window will be open for at least 72 hours, although it might not open immediately upon artifact return. If, after receiving a response to your regrade request, you are not satisfied with the outcome and believe it should be reviewed further, you may email the instructor. Such emails must be sent within 48 hours of receiving the last feedback on GradeScope and clearly indicate what was misgraded and be
specific to which artifact you are requesting an additional view on. Emails that fail to include this information, or that fail to follow the requirements for sending your instructor email (see main syllabus document), will be rejected regardless of merit.

Students who do not follow the relevant procedure for reconsideration requests will be ineligible for any grade reconsideration, regardless of the merit of the request. For example, if you email your instructor to contest a grade on GradeScope prior to hearing back from the grading staff, your regrade request will be denied.

**Improper regrade requests:** the following are explicitly disallowed actions towards regrade requests and may result in a loss of points and a rejection of your regrade request, regardless of merit. Doing these may also result in being barred from future regrade eligibility.

- **DO NOT** contact any member of course staff to ask for an opinion on your regrade request or about whether your artifact was graded correctly. While it is okay to ask why something was incorrect, it is *not okay* to ask about the point values themselves. If you think something was improperly graded, submit a regrade request through the process described above.
- **DO NOT** submit a regrade request asking for the rubric itself to be revised. Your disagreement with the rubric is not a grading error.
  - This is especially important for programming assignments whose submission did not compile on the grading machine.
- **DO NOT** ask a member of course staff to adjust your grade on any artifact outside of grade reconsideration procedures as described in this document.
- **DO NOT** ask for a regrade based on your failure to follow instructions, including but not limited to the requirement to assign pages through GradeScope or a homework assignment written in such a way that interferes with the grader’s ability to easily read what you wrote.
  - **Exception:** If you believe an exam question was misgraded because of your handwriting or similar, *it is okay to submit a request based on that.* Likewise, if you need us to find the physical exam to reconsider, we can do that. The issues listed in “exception” do not constitute a “failure to follow directions” and are valid requests.
- **DO NOT** ask for a regrade based on something that is not present in what you submitted.
  - For problem sets or exam questions, we can only grade what you wrote, not what you meant to write or what you intended to say.
  - For programming assignments, we can only grade what you submitted. We cannot make changes to your code, no matter how small, and then run your code again.

**Programming assignment submissions:** If you are taking a class with programming assignments, please see the lab manual for more information about submissions and regrade requests.
Document History

Created to reflect common policies in effect, and taken from, various syllabi in anticipation of Spring 2021.
Some submission rules added to reflect the experience of Spring 2021, such as the contrast rule and the PDF rule, in anticipation of Fall 2021.
Rules for artifacts submitted via Checkmate added in anticipation of Fall 2021.
In anticipation of Winter 2022, some wording was changed to make expectations more clear. Among these changes is that project provided test cases are not intended to be comprehensive, that overloaded functions are to be tested comprehensively in programming assignments, and that correct Google Form submission is the student's responsibility. An additional warning that circumvention of regrade procedures will be penalized was added as well.
In anticipation of Spring 2022, artifacts whose grades were formerly emailed (Google Form and Checkmate submissions) were updated to reflect that they are now returned via GradeScope. The notion of grading on a “good faith effort” was clarified as well.
In anticipation of Fall 2022, artifact submission mechanisms that are no longer in use have been removed from the document.
Programming assignment submission rules were moved to the lab manual.
In anticipation of Winter 2023, the description of improper regrade requests has been expanded. Programming language syntax has been disallowed except as instructed. The rules for presentation have been expanded and made more clear.