

## Grade Groveling Form (revised 10/23/07)

Our goal in the grading process is to give each student the grade s/he deserves based on the work they do. The appeal process is in place for you to help us insure that your work is graded properly, i.e., to correct our mistakes in grading your work. Whereas we make every effort to grade work accurately and fairly, we are human and sometimes make mistakes. Nevertheless, here are some examples of when you should *not* use the form:

- You should not actually grovel, ask for favors, or beg for mercy.
- We can't give points back because you didn't check your answers properly — you should know how to do this by now.
- We will not give points back for trivial calculations that you messed up or didn't do. (You should know what the term “trivial” constitutes.)
- If you make incredibly goofy mistakes like writing down a probability greater than one, it probably doesn't help your long-term cause to ask for points back.
- If you automatically submit a grade groveling form after every test, that probably doesn't help your long-term cause.

If you do not understand why your answer was marked wrong *do not* use this form. Instead, see the solutions. If after understanding the correct solution you feel that we have made a mistake, then use this form.

Please print (or type) very neatly so that my son in third grade can read this form.

1. Your Name / Course Number \_\_\_\_\_
2. Did I make a mistake or commit a gross inconsistency in grading? \_\_\_\_\_
3. Are you giving me the ORIGINAL test paper (without any alterations)? \_\_\_\_\_
4. Are you willing to let me re-grade your entire test? \_\_\_\_\_
5. *Succinctly* describe the nature of the mistake I made.