# 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.*

**GradeScope Submissions and Returns**

Some graded artifacts, such as problem sets and some or all quiz questions for virtual/remote sessions, must be submitted to GradeScope. Your account for GradeScope, *you 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. When you submit any work to GradeScope, you must "tag" every question as to the page or pages on which it can be found. Failure to do this may result in the grader concluding that you did not submit this question, and grade it accordingly. We will not entertain regrade requests that result from failing to tag questions and such regrade requests may result in a reduced grade. *This requirement is in effect for all submissions to GradeScope, including those that consist only of one page*.

GradeScope has a feature to allow late submissions. Virtual/Remote exams are never accepted late[1]. For problem sets, a minute or two late will generally be acceptable, although you should *never* count on it being the case. You should always be aware of Murphy's Law. If you do not have an extension and you submit 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 don't ask and submitted later without providing appropriate reason have theirs accepted.

Any submissions made to GradeScope 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

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[1] Note that disability accommodation exam time extensions *are **not*** considered to be late submissions.

standard lined paper; please do not use engineering paper or graph paper. If you are typing, the element you type 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. 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(s) 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.

All submissions must be made with the filetype as a PDF. You may embed images in a PDF, but the submission 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*.

Any problem that asks you to give an algorithm to solve a problem may be written in your choice of English prose, pseudo-code, or a programming language. If you choose the latter, please do not use any syntax-specific shortcuts that may interfere with readability or provide a solution that is dependent on a feature or implementation of the given programming language. Please limit yourself to {C++, Go, Java, Python} if you are writing in a programming language. We will not be judging syntax for programming language submissions. The **only** exception to this rule is if we explicitly ask for code in a programming language we are using in class; this circumstance will only apply in classes with a programming emphasis, and only for programming languages that are used in that course, and only with sufficient advance notice to students that the exam(s) may expect programming.

You never need to copy the questions to your solution nor do you need to write "on" the document in any way. Keep your pages to standard US letter sizes or smaller when submitting. Do not write "on" the documents unless instructed to do so, such as during in-person exams.

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 . You are encouraged to practice scanning with sufficient time to not be affected by an imminent deadline.

**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 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 get points."  There may still be poor effort submissions that receive less than full credit, including possibly zero.
  - Problem Sets are to be submitted electronically, using GradeScope, unless otherwise indicated.  We do not accept submissions by other formats without prior written permission from the instructor.

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.  The manner to submit the grade reconsideration request differs based on the manner by which the grade was returned to you. All regrade requests must include a description of why you believe the artifact was incorrectly graded.  Requests that do not include a description of what was incorrectly graded, or that appeal to aspects unrelated to what was submitted (e.g., needing points in order to get a particular grade) will be rejected regardless of merit.  Egregious examples of such may result in an additional deduction of points from the submitter's grade.

      For any assignment returned via GradeScope, you must use the regrade feature within the allocated time to submit reconsideration requests.  A regrade window will be open for at least 72 hours.   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.

      Regardless of the mechanism of return, 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, or if you change the subject line in emailing the instructor for an artifact whose score was emailed to you, your regrade request will be denied.  **DO NOT** contact any member of course staff to ask for an opinion on your regrade request.  Doing so is also grounds for rejection of a regrade request, regardless of merit, and may also result in a reduction in course grade beyond the artifact in question. Furthermore, grade reconsideration is for artifacts that you believe are *incorrectly* graded.  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.

      Students who attempt to circumvent the regrading procedures, such as by asking course staff to reconsider their marks in person or during office hours, or students whose regrade request is unrelated to the artifact submitted, will be barred from future regrade eligibility and will have a penalty assessed to their grade that may exceed the points they sought to gain by the request.

**Artifacts submitted via Google Form**

Some artifacts are submitted to a Google Form.  You *are* allowed to edit your responses, although the last submitted one is the one that will be graded.  This means that if you edit yours after the deadline, you will have effectively withdrawn your submission.  The Google Forms you will be submitting require you to log in with **your UCI** account and are always accessible within the UCI VPN, although many students find they do not need to use the VPN to do so.

Failure on your part to submit your work is not grounds for a change in consideration.  Requesting that we grade a submission other than your last one, for any reason, will result in a grade deduction **from the score of your most recent submission.**  This can cause your score for this part of the assignment to be negative.

For free-response questions on a Google Form, such as questions that ask for a permutation or combination of some choices, a typo *is always* a **valid** reason for a regrade request.  For example, if I ask you for a topological ordering of a graph, and your answer includes the letter 'B' but there is no vertex 'B,' but there was a vertex 'V,' it is reasonable to assume you made a typo.  The grading script will probably not notice this, but when you get your grade, please use the regrade system for Google Forms (see next paragraph) to ask us to fix it.  It is not our intention to penalize things like typos:  after all, if this were an in-person course and you were in the classroom writing with a pencil, you would probably not make the same typo on your exam.

For any artifact submitted via a Google Form, it is our intent to return it via a GradeScope entry.

**Artifacts Submitted via Checkmate**

Programming projects will be submitted to Checkmate.  You must submit the `.tar.gz` file produced by running the `gather` script that is provided with each project.  We can, and will, only grade your last submission before the late deadline when determining your project grade.  Furthermore, grades for correctness on programming projects are based only on running your program;  because of this, projects that do not compile will earn a score of zero, regardless of other considerations.  We will compile and run in a copy of the same virtual machine that is provided to you for the project and using the same build script.  Each test case is run using Google Tests, in a manner similar to the provided starting point test cases.  Note that passing each of the provided test cases is a good start to putting together your project but these are not claimed to be comprehensive tests, nor are they intended to be.

It is your responsibility to ensure that your program compiles.  It has been my experience that there is a strong correlation between students whose code did not compile and students who did not comprehensively test their code.  At the bare minimum, you should ensure that every independent function you write and every public member function for a class you write gets called by at least one test case.  Be aware that overloaded functions should be treated as two independent functions for purposes of this warning -- each should be called.  This is especially important when an accessor function is overloaded based on C++'s const restrictions.

Furthermore, for any data structures that use templates, you must have tested it for both numeric and non-numeric (such as `std::string`) instantiations. It is advised that you write these additional test cases before you write your code. Ideally, before you submit your project, you should make sure that every line of code you wrote will be executed by at least one test case. Be aware, especially for courses that use C++, that code that works on one computer may not work in the same fashion on another; be sure you have tested your code comprehensively *on the course-provided virtual machine*.

For each project, after it has been graded, the instructor will upload a grade report to GradeScope. It is my intent to begin grading shortly after the 99 hour late submission window has closed and upload grades after everyone's project has been graded. If you failed one or more test cases, the names of the test cases your code did not pass will be provided to you. The name is intended to help you discover what went wrong with your code; if you want more information, you may ask, although we will not provide the code or inputs for the test cases themselves.

For projects that permit a partnership, only one partner may submit the work. If one partner submits an early version, that partner must submit later versions as well for the same project : you may not have partner A submit, then remove the file, and then have partner B submit. If you did this project with a partner, and you are submitting a regrade request, only the partner who submitted the work may initiate the request.

If your code did not compile on the instructor's machine, asking for a regrade will require proof that you comprehensively tested your code prior to submitting, at least to the bare minimum described earlier in this document. Submitting a regrade request for code that did not compile on the instructor's machine, without evidence that you comprehensively tested your code prior to submission, at least to the extent described earlier in this section, will result in a sub-zero score for the submission.

## 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.