Return the exams and go over them carefully.

Recall the protocol for handling re-grade requests:

1. Have the student write on a separate piece of paper their name

and which problem(s) they want you to look at.

2. Take the exam with you after class and look at it while the

student is not around. NEVER REGRADE ANYTHING IN FRONT OF THE

STUDENT. It's not a debate and you cannot consider anything

they say verbally after the fact. You have to grade what is

written on the exam paper the same way that the other exams

have been graded. Their feedback is not useful.

3. You have to stick to the rubric that was used to grade the exams.

You can't give a student more points for something just because

they ask.

4. Most of the time the grading was done correctly. In this case,

write a very short note back to the student explaining that

the grading was correct and why.

5. In the rare event that the grader made a mistake, correct it on

the student's paper, and then go into the grades server

(grades.cs.umd.edu) to adjust their grade.

6. If you're not sure whether the grading was correct or not, talk

with one of the graders who graded that problem and

get their opinion. If you still can't come to a conclusion,

ask me (for sections 020X, 040X) or ask Nayeem (for sections 050X).