SOP Template: Guidelines for Assigning and Recording Grades

This SOP provides comprehensive **guidelines for assigning and recording grades**, detailing the standardized process for evaluating student performance, ensuring fairness and consistency in grading, documenting grades accurately, maintaining confidentiality, and utilizing grading tools and systems effectively. The procedure aims to uphold academic integrity and support transparent communication of student achievements.

1. Purpose

To standardize the grading process, ensure fairness, maintain accuracy, and protect student confidentiality when assigning and recording grades.

2. Scope

This SOP applies to all staff and faculty members responsible for grading and maintaining student academic records.

3. Definitions

Term	Definition
Grade	Evaluation outcome assigned based on a student's performance.
Grading Rubric	Standardized criteria used to assess student work and assign grades.
Gradebook	Physical or digital record where grades are documented.
LMS	Learning Management System, such as Canvas, Blackboard, or Moodle, used for recording grades online.

4. Responsibilities

- **Faculty/Instructor:** Assign grades in accordance with syllabi and institutional rubrics; enter grades accurately into the gradebook or LMS.
- **Department Head:** Oversee the grading process and clarify procedures as needed.
- **Records Office:** Maintain the confidentiality and integrity of all grade records.

5. Procedure

1. **Preparation**
   - Review course syllabus and grading rubrics before grading period begins.
   - Ensure all assignments/exams are collected and organized.

2. **Assignment of Grades**
   - Apply published rubrics consistently across all student submissions.
   - Provide feedback aligned with evaluation criteria.
   - Address any suspected academic integrity violations according to policy.

3. **Recording Grades**
   - Enter grades promptly into the official gradebook or LMS.
   - Double-check entries to minimize errors.
   - Label grades with appropriate assignment identifiers and dates.

4. **Revisions & Appeals**
   - Allow students to request clarification or review of grades within a defined period.
   - Document any grade changes, along with rationale and authorization.

5. **Finalization**
   - Submit final grades by institutional deadlines.
   - Archive grading records as per retention policies.

6. Confidentiality & Data Security

- Maintain all grade records in secure, password-protected systems or locked physical files.
- Do not disclose grades to unauthorized individuals.
- Only aggregate or anonymized grade data may be shared for analysis or reporting.

7. Use of Grading Tools & Systems

- Utilize institutional LMS or gradebook for recording and communicating grades.
- Take advantage of automated grading features where appropriate, but review results for accuracy.
- Back up grade data regularly.

8. Review & Continuous Improvement

- Review grading practices and tools at the end of each term.
- Solicit feedback from faculty and students to enhance grading procedures.
- Update this SOP as needed to reflect policy or technology changes.

9. References

- Institutional Academic Integrity Policy
- Student Record Retention Schedule
- LMS User Guide

10. Document Control

- SOP Version: 1.0
- Effective Date: [MM/DD/YYYY]
- Next Review Date: [MM/DD/YYYY]
- Approved by: [Name/Title]