Standard Operating Procedure (SOP): Online Grading and Assessment Submission Processes

This SOP details the **online grading and assessment submission processes**, including guidelines for creating and distributing assessments, student submission protocols, grading criteria and standards, timely feedback and grade reporting, handling late or incomplete submissions, academic integrity measures, system access and troubleshooting, and record-keeping for assessments. The purpose is to ensure a streamlined, transparent, and efficient digital assessment workflow that maintains academic standards and supports student success.

1. Assessment Creation and Distribution

- Faculty/instructors shall create assessments using the designated Learning Management System (LMS).
- Assessment instructions, rubrics, and due dates must be clearly outlined and accessible to students.
- All assessments should be published at least **one week prior** to the submission deadline unless specified otherwise.
- Ensure assessment formats are compatible with LMS features and accessibility standards.

2. Student Submission Protocols

- Students must submit all assessments through the prescribed LMS submission portal (e.g., assignment upload, quiz tool).
- Submissions must be in the specified file format (e.g., PDF, DOCX) as indicated in the assessment instructions.
- It is the student's responsibility to ensure files are uploaded successfully and prior to the deadline.
- Submission confirmations (if applicable) should be saved by students as proof of submission.

3. Grading Criteria and Standards

- All assessments will be graded according to predefined rubrics and published criteria.
- Grading shall be objective, consistent, and aligned with learning outcomes.
- Rubrics must be accessible to students before submission deadlines.

4. Timely Feedback and Grade Reporting

- Instructors must provide feedback and post grades on the LMS within **two weeks** of the assessment deadline, unless otherwise specified.
- Feedback should be constructive, clear, and directly tied to assessment criteria.
- Grade appeals should follow the institution's official grade appeal procedure.

5. Late or Incomplete Submissions

- Late submissions are subject to penalties as described in the course/institution policy.
- Requests for extensions or accommodations require appropriate documentation and must be submitted before the deadline if possible.
- Incomplete submissions may be returned to students for revision within a specified corrective window, if permitted by policy.

6. Academic Integrity Measures

- Assessment instructions must specify academic integrity requirements (e.g., plagiarism, use of external resources).
- All submissions may be subject to plagiarism detection and academic honesty verification tools integrated in the LMS.
- Suspected violations will be addressed following institutional disciplinary procedures.

7. System Access and Troubleshooting

- Students and faculty should regularly verify system access and report issues to IT support in advance of deadlines.
- In case of technical difficulties, promptly contact the LMS helpdesk or designated course contact.
- Provisions for resubmission due to technical errors will be made only if reported before the deadline, with evidence

(e.g., screenshots).

8. Record-Keeping and Data Management

- All assessment records (submissions, grades, feedback) must be maintained on the LMS as per institutional retention policies.
- Backup procedures for online data should be in place and followed consistently.
- Confidentiality and privacy of student records must be upheld according to applicable regulations (e.g., FERPA, GDPR).

9. Review and Compliance

- This SOP should be reviewed annually and updated as needed to reflect changes in technology, policy, or best practices.
- Compliance with this SOP is mandatory for all faculty, staff, and students involved in online assessment processes.

Effective Date: [Insert date]
Review Date: [Insert date]