This handout describes the IT/ICS course policy for grading essay questions. Essays questions are derived from material presented in the lectures, demonstrations, textbook, projects, quizzes, homework and handouts.

For simplicity, a hypothetical course project policy is given as an example to explain the grading policy. Assume that you were asked to learn this hypothetical course project policy. An essay question, along with several possible variations, is derived from this material and is listed below the policy. Notice that variations of the question can occur by simply rewording or by presenting the question differently. Following the variations are 7 answers along with grading comments and point values. Assume that the question is worth 10 points.

**Hypothetical Project Course Policy for IT and ICS Courses**

1. All projects must be completed and submitted on the due date. Projects are generally due at 2:00 A.M. in the morning.

2. Submit your projects to the front window of the Bookstore.

3. Projects maybe submitted earlier in class or given to the instructor in person. Projects discovered in the instructor's office or in the Business Education Office after the due date will be considered, a day late, regardless of whether you submitted them earlier.

4. A project submitted after the due time is considered at least a day late. Late projects will be penalized 10% for each day overdue.

5. No projects will be accepted 5 days after the due date.

6. No projects will be accepted after the last day of instruction.

**Variations of the Essay Question**

Explain the course policy for projects.

What is the course policy for projects? Explain! or Explain in detail!

Provide the details of the course project policy.

What are the general rules for projects?
The Possible Answers and Explanation

Answer #1:

Comments: Try to write a few sentences! A blank answer is worth 0 points.

Answer #2:

Projects must be submitted on the due date.

Comments: This is a correct statement, but it is inadequate and incomplete. There is more to the due date deadline! It doesn't pay to have short answers for essay questions. This is worth about 1 to 2 points.

Answer #3:

Projects must be completed and submitted to the front window of the bookstore on the due date.

Comments: This answer is much better than the previous, but it is still inadequate and incomplete. This is worth 3 points.

Answer #4:

Projects must be completed and submitted to the front window of the bookstore on the due date at 2:00 A.M. in the morning. Projects submitted after the due date is considered late.

Comments: This is a halfway answer and is worth about 5 points.

Answer #5:

Projects must be completed and submitted to the front window of the bookstore on the due date at 2:00 A.M. in the morning. Projects submitted after the due date is considered late. No projects submitted 5 days after the due date will be accepted.

Comments: This answer is okay but it is still missing some details. It is worth 6/7 points
Answer #6:

Projects must be completed and submitted to the front window of the bookstore on the due date at 2:00 A.M. in the morning. Projects submitted after the due date is considered late. No projects submitted 5 days after the due date will be accepted. Projects may be submitted early in class, but projects discovered in the business education office or in the instructor's office after the due date is considered a day late.

Comments: This answer is a good answer but a little more could be said. It is worth 8 points.

Answer #7:

Projects must be completed and submitted to the front window of the bookstore on the due date at 2:00 A.M. in the morning. Projects submitted after the due date is considered late. A 10 percent penalty will be assessed for each late day. No projects submitted 5 days after the due date will be accepted. Projects may be submitted early in class, but projects discovered in the business education office or in the instructor's office after the due date is considered a day late. No projects will be accepted after the last day of instruction.

Comments: This is the complete, ideal answer. This is worth the full 10 points.

NOTE: The above answers do not address the issue of having both correct and incorrect statements. Incorrect statements will have some adverse consequence. Say, one added the following statement to answer #7: "If a power failure occurs in the computer center, a one day extension is automatically given." This statement is not a course project policy; therefore, it is incorrect and will probably result in a point loss.