

APPENDIX E

Theory Grading Policies

THEORY GRADING ROOM POLICIES

1. Parents and students are not allowed in the Grading Room.
2. Teachers who are not assigned to work in the Grading Room are not allowed in or around the Grading Room.
3. No electronic devices are permitted in the Grading Room, including but not limited to:
 - MP3 players, iPods, etc.
 - Cameras
 - iPads /Tablets
 - Cell phones
4. These Theory Grading Room Policies will be strictly enforced.

THEORY GRADER GUIDELINES

1. Each Grader must have a copy of these Theory Grader Guidelines.
2. Graders must use the Answer Keys, which contain specific instructions that must be followed.
3. Graders are not permitted to change any answers to the Tests if they disagree with the Answer Key. Statewide grading must be consistent to ensure fairness for all students. MTAC will address errors at the State level.
4. Graders who are Teachers may not grade their own students' Theory Tests, and must hand the test to another Grader.
5. Graders should not write the correct answers on the Theory Tests. (Teachers will review the tests and discuss correct answers with their students in the studio.)
6. Graders should be particularly vigilant when calculating point totals. Errors can lead to missed student performance and program opportunities (e.g. Convention).
7. Graders should not determine the percentage score for each test. Graders must only write the number of incorrect answers, and subtract it from the total number of questions. The CM Database will calculate the percentage score automatically.
8. Graders may find it helpful to write the number of points missed on the bottom of each page. The total of incorrect points can then be quickly added together, subtracted from the total number of questions, and double-checked.