

3357:13-14-262 Proper Handling of Grades

(A) In order for North Central State College to be operating within federal and state guidelines for the handling of students' grades (specifically, the Family Educational Rights and Privacy Act of 1974 and the Ohio Privacy Act), faculty and others who handle grades should consistently adhere to the following procedures:

- (1) Exercise due care in limiting access to the computer terminals which can tap students' records.
- (2) Do not post grades with names or identifiable numbers (social security numbers may qualify as "identifiable"). If grades are to be posted, eliminate names and identifiable numbers and scramble the listing to prevent identification by alphabetizing. (Presumably, the best means of identification would be with numbers privately assigned to students specifically for the grade posting.)
- (3) Do not leave graded papers, quizzes, or exams in open envelopes outside office doors. Such a practice allows anyone passing by to see a student's grades.
- (4) Do not leave graded papers with an administrative assistant unless the graded papers are in sealed envelopes.
- (5) Do not give the graded papers of one student to another student even when you are told that person "has given me authority to pick up their paper."
- (6) Do not announce a student's test, quiz, or paper grade to the class at large or to another student.
- (7) Do not duplicate a student's graded test, quiz, or paper and give that duplicate to another student unless the author of the test, quiz, or paper is essentially unidentifiable.
- (8) Do not use video tape of a student's speech, interview, oral presentation, group discussion, etc. as an example in other classes if such a screening reveals the student's grade.
- (9) If you find it necessary to engage in any of practices #2 through #8, you should first obtain each student's written permission for the release of such information.
- (10) Any document that includes information about a student's grade (such as mid-term deficiency rosters or final grade rosters) and that needs to be delivered from one area of the college to another (such as from a faculty office to Student Records) should either be hand-delivered by the faculty member or sent in a sealed envelope.

Effective: September 24, 1989

Expires: September 1, 1995

Review Dates: 9/24/89