

DBQ & Free-Response Revision Protocols

Once you have received a graded essay, you have the option (which is **not** a requirement) of revising and submitting the essay for a *possibly* higher grade

- If any of the elements noted below are missing, the revision will not be read.
- Once submitted and examined, the revision will be noted in a separate, “Not for Grade” grade category. There may be instructor comments in this category.
- Be prepared to orally justify your changes in a private conference
- If deemed worthy of receiving a higher grade, based upon the quality of the revision, the original essay will display that higher grade.

A revision will be accepted *provided* **each** of the following steps are present :

- The revised essay is a complete (as opposed to a partial) revision. The instructor may not re-read the entire revision, so incomplete revisions may well result in an unchanged grade.
- **Important:** Changes *only* reflect the re-working or enhanced explanation of *terms and evidence used in the original essay*, as well as responses to specific instructor comments or questions. Changes may **not** consist of **a.**), the introduction of new evidence **b.**), entirely new lines of argument and **c.**), outside information not already identified as needed by the instructor.
- Changes have been highlighted either by :
 - a. drawing a box around the revised text (only preferred if enclosing 1+ sentences)
or
 - b. using a different colored font (**no** red, yellow, pink, or orange)
or
 - c. using a highlighter (**no** red, yellow, pink, or orange),
- The revision is double-spaced, with your name at the top
- **Important:** the original essay *graded by your instructor* is attached, **together with** the rubric used by the instructor.