Grading FAQ for Professors

Professors · https://wineschool.us/help/grading-faq-for-professors/

Wine Educator Access – National Wine School

Welcome to your grading dashboard. This resource explains the grading tools available through the **Wine Educator Access** portal and outlines how they apply to different course levels.

Our system blends automated evaluation with professor-led assessments—ensuring that student performance is judged fairly, consistently, and in accordance with national wine education standards.

Tastings Grading

For L2 and L3 Courses

This is the **primary grading tool** for most professors. While theory exams are auto-scored, **in-class tasting exams must be manually evaluated** by the instructor.

How to access:
Go to the **Wine Educator Access** page and click **“Tastings Grading.”**

What to grade:

- Blind tasting accuracy
- Sensory evaluation skill
- Terminology use
- Descriptive clarity and structure

A tasting rubric is provided in the **Professor Package** for each course. Use it to assign consistent and defensible scores. Prompt grading is expected after the tasting exam is completed.

Override Grading

Used for manual entry of grades outside the LMS

This option is available when a student completes an exam or assessment **outside the standard online platform**—for instance:

- In-class theory retakes
- Missed quizzes with approved makeups
- Handwritten exams or paper-based assessments

Access it from:
Wine Educator Access → Override Grading

Requirements:
Override grading is reviewed by National Wine School management. You must document:

- The date and context of the assessment
- Grading criteria used
- The student's work or your scoring notes

If requested by an NWS auditor, you must supply this information within twenty-four hours of the request.

Automated Grading

Some course levels rely on automated grading:

Course Level	Automated Components	Manual Grading Required
L1	Entirely automated	None
L2	Theory exam only	Tasting exam (in class)
L3	Theory exam only	Tasting exam (in class)

Theory exams are auto-scored through our platform. Professors **only need to step in** if an override or re-test is approved.

Essay Grading

Typically for L4 (Advanced Sommelier) and higher

This tool is used for programs that include formal written assignments, such as:

- Position papers
- Extended tasting analyses
- Advanced wine theory essays

Essays appear in the **Essay Grading** tab when required. Use the rubric provided in the course's professor package.

Assignment Grading

Primarily for L4+, or where legally required

This section is rarely used for standard certification levels, but may appear in the following cases:

- Advanced coursework with structured assignments
- Legal compliance: e.g., **ID upload for age verification** in certain jurisdictions

Assignments, if present, should be reviewed promptly and scored according to provided criteria.

Grading Protocols & Academic Standards

To maintain accreditation and national consistency:

- Use standardized rubrics from your course's **Professor Package**
- Grade tasting exams within 72 hours unless otherwise arranged
- Document any overrides clearly and submit backup
- Maintain grading records for **at least 12 months**