

Grading Tips and Best Practices

by Glynis Hamel, TA Coordinator, Computer Science

- Make sure you thoroughly understand the solution to the homework problem or exam question before you begin grading.
- Establish grading criteria consistent with the goals of the assignment. The instructor may give you the grading criteria which is to be used.
- Look at a few student solutions to get an idea of the range of answers you will be likely to encounter. It's OK to jot down a few comments on the papers at this time if you want to, but don't assign any grades yet.
- Pick one or two papers at random to be graded by several TAs. If the grades differ, talk about how each of you arrived at the grade and use your discussion to further establish the grading criteria.
- Communicate with other TAs who are grading the same assignment. For example, if you come across a mistake in a student's paper that wasn't considered while you were establishing the grading criteria, let the other TAs know how many points you deducted for that type of mistake.
- Take the time to jot down comments (both positive and negative) on each student's paper; even if all you put down is *nice job!*, it indicates to the student that you spent time looking at his or her solution.
- Set a time limit for each paper.
- Take frequent breaks.
- Finish all grading in a timely manner and promptly record the grades. *Do not return any work to the students until the grades have been recorded! Keep backup copies of all grades for which you are responsible!*

Grading Sheet for EE Exam Questions

Enter the total grade (out of 70 points) for each student here. Return this sheet to Glynis when you're done.

Name	Grade
Jim	
Jane	
Raphielle	
Beth	
Vinny	

Grading Sheet for CS Exam Question

Enter the total grade (out of 30 points) for each student here. Return this sheet to Glynis when you're done.

Student	Grade
A	
B	
C	
D	
E	

Grading Sheet for Materials Science Exam Question

Enter the total grade (out of 20 points) for each student here. Return this sheet to Glynis when you're done.

Student	Grade
I	
II	
III	
IV	
V	