

TA Workshop: Grading Marking, Plagiarism, Complaints

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<http://www.physics.nmt.edu/~rsonnenf/phys321/grading.gif>

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Outline

1. **Grading tips**
2. **Practice exercises**
3. **Handling plagiarism**
4. **Dealing with student complaints**

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Mark Lanthier's Grading Tips

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Grading Tests

- **Name and final grade on front**
 - **Cross out blank questions**
- **Circle correct (multiple choice)**
 - **Only remark your own work**
 - **Finish within a week**

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Grading Assignments

- Give commendation
 - Don't be too harsh
- Comment thoroughly
 - Allow keeners to do more
- Style suggestions, code formatting

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Grading Assignments

- **Respond to email**
- **Be done (with grades entered) within a week**
- **Recognize time it takes**

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Additional Grading Tips

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Grading Anything

Your tips?
(Paper-passing brainstorm)

Speed
Fairness
Consistency
Helpful feedback
etc

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Grading Anything

- **Finish all of one question**
- **Plan marking scheme with other TA's**
- **Don't look at name**

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Grading Anything (Your Tips)

- **Post a list online of all the places marks were lost.**
 - **Post a list of all the common mistakes and their solutions.**
- **Create a grading form all TA's can follow.**
 - **Mark one question at a time.**

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Grading Anything (Your Tips)

- **Download all the assignments at once when possible, then go through them one by one.**
 - **Take breaks hourly.**
- **Don't read the name so it's not biased.**
- **Be clear about submission format.**

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Grading Anything (Your Tips)

- **Pre-plan common test cases for TA's to use.**
 - **Leave the abnormal/difficult to mark tests or assignments until the end.**
 - **Submit in zip/rar files for easy download.**

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Grading Anything (Your Tips)

- **One TA marks same subset of questions for all assignments.**
 - **Have some aspects of an assignment (like variables names) fixed in the description of the assignment. Easier to mark when content is more consistent.**

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Grading Anything (Your Tips)

- **Keep a list of mistakes you encounter and how much you deducted for that mistake.**

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Grading Anything

- **Quickly skim code that seems to work**
- **Understand the question AND answer**
- **Mark in bursts (avoid burnout)**

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Practice Exercises

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Practice Exercises

1. **Creating a marking scheme**
(see Jit's Assignment and think about how you would distribute marks)
2. **Using a marking scheme to grade**
(See Mark's notes to practice grading a real solution)

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Handling Plagiarism and Student Complaints

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Handling Plagiarism

- **Watch for it**
- **Report possibility to prof**
- **Don't handle it yourself**
- **Academic misconduct:**
http://www.carleton.ca/studentaffairs/academic_integrity/faculty/index.html

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Student Complaints

- **Look for honest grading mistakes**
 - **Explain marking scheme**
- **Explain how their solution differs**
- **Offer to look and get back to them**
 - **DO NOT give in**
 - **Send to prof when necessary**

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