

BEGINNING			MIDDLE	END	
Before you give the assignment		After you have received student assignments:	During Marking	Final considerations before returning student assignments	Giving back an assignment
THINK	GIVE STUDENTS		<i>To keep your marking efficient and consistent:</i>		
<u>About The Assignment</u> <ul style="list-style-type: none"> What is the purpose of this assignment? What are the assignment's learning goals? <u>About the Marking</u> <ul style="list-style-type: none"> What is the purpose of grading this assignment? How can I optimize my time? Do I have to give marks that fit a prescribed distribution? What sort of feedback do my students need? Make or obtain a marking scheme/rubric Use the minimum number of gradations that are consistent with the learning objectives (e.g., 4-point scale vs pass/fail) 	<ul style="list-style-type: none"> A copy of the marking scheme and/or rubric A description of what kind of work receives an A, B, C or D grade Expectations about content (Should students show their work? If yes, how much? Do they need a thesis statement?) Location of important on-campus/online resources (Writing center) Policies on plagiarism and late assignments/re-grading Details on formatting and referencing styles How you want students to identify themselves (By student number for un-biased marking? By group number only?) Expectations on where the student will be dropping the assignment off (online or offline location) and picking it up Where questions about the assignment are answered (online forum, through email only, office hours etc.) 	<ul style="list-style-type: none"> Quickly read through the assignments to get a general sense of the quality of writing Sort assignments into stacks according to letter grade before actually assigning any grades. Plan for strategies that allow you to easily remember your grading criteria and check for grading consistency as you mark. 	<ul style="list-style-type: none"> Mark constructively Take frequent breaks! Mark with fellow TAs or the course instructor to compare your answers Work through the assignments one question at a time to remain consistent If you get stuck on one paper, put it aside and come back to it later, after you've found your 'marking rhythm'. If possible, just broadly comment on weaknesses (e.g., spelling or organization). Leave it to students to fix minor details Comment using a computer in order to copy and paste similar comments into multiple students' assignments Keep the marked assignments safe (locked away is ideal) Back up your marks 	<ul style="list-style-type: none"> Re-read a few assignments from early in the marking process to make sure you remained consistent Talk over your marks (but not your students!) with other TAs and/or the course instructor If necessary, give final assignments and grades (or copies) to appropriate individual 	<ul style="list-style-type: none"> Wait until the end of the class to return assignments. If you don't, students will have trouble concentrating on the new material Take time to discuss overall performance (average mark, distribution, etc.) Take time to go over major misconceptions or problems and make correct answers available (if possible) Implement the 24-7 rules! Students may come to you with questions or concerns about their grade, but must wait 24 hours to do so, and no more than 7 days after they received the assignment back. This gives them time to "cool" off, but also encourages them to act promptly