

## Grading Duties

People whose position requires grading may be grading for very large sections (up to 240 students) or for smaller sections. Grading may involve only test grading for large sections or for smaller sections it may involve weekly homework grading. We keep at most a 100:1 ratio of students to graders so you may be coordinating grading duties with others. In general, we approximate that grading 100 tests would take at most 10 hours of work, though this could vary quite a bit.

Duties include:

- ensuring you add all test dates to your calendar at the beginning of the semester, **including the final exam**
  - plan ahead so that studying for your own tests or exams and grading can both be balanced
  - plan on **staying near campus until all final exams are graded**
- providing feedback on drafts of tests or exams
- coordinating grading with the instructor and any other graders
  - it is recommended that you grade problem-by-problem rather than student-by-student to ensure consistency
  - if there are multiple graders, each grader typically grades the same problems for all students
- grading according to a rubric or agreement made with the instructor
  - most instructors request partial credit to be assigned
    - you will need to check not only the final answer, but steps leading up to it
    - small errors should be small deductions
    - alternate solutions that are correct should usually be given full credit
    - **you may be asked to regrade** if this is not done appropriately
  - you may be asked to provide detailed feedback to students while grading
- putting grades into the gradebook used by the instructor
- keeping all grades confidential between you, the student, and the instructor
  - [information on FERPA compliance](#)
- ensuring tests or HW are **returned to students within one week of the test date or due date**