



1 Automated score recording

While we will continue our tradition of artisanally hand-grading exams, we will completely automate the score entry process and return exams electronically. Here's how it will work.

1. Immediately after proctoring the exam, we will first sort the exams into piles by TA. For each pile, we will remove the staples and sort into stacks consisting of a single page number. There will be a preprinted coversheet for each stack ("Sections ADB and ADC, Page 3") and each stack will be secured with a medium-sized binder clip.

Note: The sorting by TA is largely just so we end up with piles of roughly equal sizes and is not required by the program. The separating by page **speeds up grading immensely** but is not necessary either.

2. When grading, take the binder clip off one stack, grade all the pages, reattach the binder clip, and finally put the stack in the "to be scanned" box. Note: You do **not** need to preserve the order of the pages in each stack. Feel free to shuffle them! The program does not care at all which order things are scanned in.
3. All grading should be done with a dark (e.g. blue, purple, or black) felt-tipped marker. The exams will be scanned and returned to the students in black and white.
4. Each page will have the following at the bottom:

	Page score	<table border="1"><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr></table>	0	1	2	3	4	5	6	7	8	
0	1	2	3	4	5	6	7	8				

(a) Write the total for the page in the "page score" box at left.

(b) Indicate the "page score" by making a cross in the *smaller* box like this:



(c) If you need to change the grade, leave your initial mark as is, and fill the *smaller* box for the correct grade like this:



(d) If you need to change the grade a *second* time, fill in the *large* box of the now desired grade like this:



(e) If you need to change the grade a third time, give up and hand the page over to Nathan for hand-entry of the score.

2 Supplies

- Various tools for removing staples, including scissors. For the midterms which were 6-7 pages, all methods for removing staples worked fine. For the 12 page final, only cutting off the corners with scissors was effective.
- 200 medium-sized binder clips.
- 30 dark felt-tipped markers.