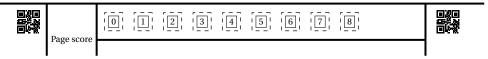
1 Automated score recording

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:



- (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.