Hi Everyone,

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**Please read, especially if this is your first time marking ECA**

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I have sent you the email on ECA grading with the scoresheet and instructions.

·       The cells are password protected for a reason – please do not recopy and send back a new spreadsheet else I will have to request for you to redo with the original sheet.

·       For students who are awarded zero please indicate the reason in the remarks (especially those with submission but not awarded marks).

Here is a summary of what you will need to submit:

**Copy over to SBOX folder - a SINGLE .zip file containing:**

1.       Filled up scoresheet by the given timeline **(14days from ECA due date)**

2.       Marked ECA reports with comments and marks.

3.       Signed Marker’s Plagiarism Check Form (attached in this email).

Graphical user interface, application

Description automatically generated

**On Canvas**

Key in grades and confirm up till stage 2 by given timeline **(14days from ECA due date)**– no need to wait for CC/HoP’s approval.

**Please DO NOT amend the settings in Gradebook and you are reminded that ECA GRADES ARE NOT TO BE RELEASED to students**.

Please mark all components including those that are submitted late.

**Email to your Course Leader**

Upon completion of marking, please complete the Marker Report for the T-Group you are marking (attached in this email).

**Note to Course Leader**, please consolidate the Marker’s Report from each of the instructors including yours and submit a single report to me.

Also, submit the Course Presentation Report (I will send it with more details in a separate email to you).

**Course Leader**: Lam Vee Tat

**Instructors**: Wang Yan / Yeo May Peng / Chua Poh Chai / Solomon Soh Zhe Hong / Yao Renjie / Huang Bin / Thirukkumaran / Clement Tan Jin Yi / Gilbert Chan Mun Lock / Munish Kumar / Chris Ho Jun Hui

**Course Coordinator**: Priyanka Gupta

Thank you.

Regards,

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| **Mechelle Sebastian Senior Executive l School of Business** |