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 Scoresheet is password protected for a reason – please do not recopy and send back a new spreadsheet else I will request for you to redo with the original sheet.

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

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

**Email to**[**sbiz\_anl@suss.edu.sg**](mailto:sbiz_anl@suss.edu.sg) and [**EA\_sbiz@suss.edu.sg**](mailto:EA_sbiz@suss.edu.sg)

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

2.       Attach marked ECA reports with comments and marks.

*Please do not use online storage links for your marked ECA reports.*

*Please send via multiple emails if necessary.*

**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**[**mechelle@suss.edu.sg**](mailto:mechelle@suss.edu.sg)

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

**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 Zhe / Zhang Shuai / Yao Renjie / Chua Poh Cai / Munish Kumar / Ho Jun Hui / Gilbert Chan / Thian Fong Mei / Peravakottai Amanullah / Shi Lirong / Jin Dayu / Wang Zhiguo

**Course Coordinator**: Alfred Koh