

Instructions for Graders

1. If there are students in the class with whom you have a conflict of interest (COI), e.g. your boyfriend or girlfriend, you should not grade their assignments. Please let the instructors know your COI immediately upon arrival.
2. Make sure you keep all submitted assignments in an envelope, so that nothing gets lost.
3. Always explain why you are not giving full credit.
4. It is psychologically better to give positive credit only, rather than mark deductions -3,-5, next to each mistake.
5. Write out the grade for each problem (e.g., 7/10 – meaning 7 out of 10).
6. Look over some of the papers to see what the common mistakes are, and decide in advance, together with the instructors, how you will assign the partial credit. Write your rubric in Konstantinos's Google doc.
7. Never tease students or write jokes on their solutions. Even if your joke seems funny to you, it might not seem funny to a student who just got a low grade.
8. Write neatly, in a legible handwriting.
9. Assign partial credit: If the solution is not completely right, but the main idea is there, the student should get at least 70% of the points. If the solution is completely wrong, but the student had a nice idea, give up to 30%.
10. If you are not certain whether a student's solution is correct, it is totally fine to ask Konstantinos also take a look at the answer.
11. Do not encourage students who write nonsense just to submit something or students who are fishing for partial credit by mentioning all key words they heard in the lectures, hoping that one of them would fit. Assign 0 for solutions that are not going in the right direction.
12. Write a short summary for the instructor explaining how many students got the problem and what were the typical mistakes.
13. If you suspect any kind of cheating, bring the case to the attention of an instructor. Do *not* deal directly with the students. The University has a complex academic honesty policy which dictates how to deal with these cases.