

DEPARTMENT OF HISTORY
FACULTY GUIDELINES FOR SUPERVISING GRADING

Before the Exam / Paper

- Consider taking advantage of your TAs' knowledge and expertise. You may ask for their input while crafting exam / paper questions.
- Inform TAs about your expectations regarding the following
 - Number of office hours to be held before exam / paper due date. Extent to which they must make appointments outside of office hours.
 - Timetable for returning assignment (10-14 days is standard)
 - Whether or not they should read drafts / accept drafts over email
 - Review sessions
- Clarify your late paper or exam make-up policy.
- **Remind your TAs that cheating and plagiarism are possibilities. Inform students that it is the faculty member's responsibility to evaluate cases of academic dishonesty. Hand out the university pamphlet on plagiarism and clarify your own policy for the course.**

After Exam is Taken / Assignment Submitted

- Set Grading Standards / Expectations
 - Many Instructors accomplish this in the following manner: Meet with TAs. Have everyone read some of the exams and discuss what grade each exam merits. Alternatively (or additionally) provide TAs with a written list of expectations for A, B, C, etc.
 - Inform TAs if you want a certain average or grade distribution
 - Inform TAs what level of written comments you expect on exams / papers.
- Grading Periods
 - TAs should be provided at least one calendar day for every 10 students in their charge to grade and return major exams and assignments to students. This number can vary given scheduling circumstances, but in no cases should TAs take more than two weeks to return major exams.
 - During grading periods TAs are not required to hold office hours or discussion sections.
- Instruct TAs to maintain contact with one another while grading to compare grade distributions.
- Check in with TAs to see if there are any problems.

Before Exam is Returned

- Review TAs grade distributions to verify uniformity of grading.
- Collect hard copy of TAs grades. Keep on file for one year.
- Inform TAs of your grade dispute policy.

Other Considerations

- After exams are returned, clarify your grade change policy with your TAs.
- **Especially in survey courses, TAs typically grade a total of three assignments, i.e. midterm, book review, final. However, the total number of assignments may vary.**
- TAs who grade for a large number of students cannot give worthwhile feedback or fairly and uniformly grade lengthy papers.
- Your TAs are also students and have end of semester papers to write. End-loading the semester with grading (having multiple assignments for them to grade in the last weeks of the semester) makes it difficult for them to succeed in their primary function as graduate students.
- Should there be an issue that cannot be resolved between the instructor and a TA, it may be taken to the Graduate Advisor for resolution.