Tips for marking 2015

How to prepare for marking?

• Block out time without distractions
• Treats: favorite snacks – chocolate
• Plan your marking over the term
• Acknowledge your “Alert” time
• Environment – music?
• Set goals – with rewards
• Budget time to learn rubric, calibrate it and scan all possible answers
• Keep notes on rubric
• Mark better papers first (remark for consistency)
• Avoid drifting
• Mark question by question
• Double check the first papers marked

How to deal with demanding students?

• 24 hours rule – “cool off”
• Refer to rubric
• Be willing to review:
  o Away from other students
  o Re-mark in its entirety – mark could go up or down
  o Have them come up with list of concerns and write it down
• Math mistakes – correct right away
• Given them perspective on total course grade
• Ask instructor for help

You always want to give positive types of feedback to students!

Positive:

• Balanced
• Sandwich
• Information à improvement
• Constructive
• Comment on work not person
• Be specific
• Explain expectations
Negative:

- Not commenting at all
- Too much red
- All negative comments
- Critical, not constructive
- One syllable
- Unprofessional
- Vague
- Personal
- Sarcastic