

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:
 - Away from other students
 - Re-mark in its entirety – mark could go up or down
 - 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