Policy on Undergraduate Graders

1. Undergraduate students are permitted to work as graders for undergraduate courses in the Department of ________. Graders must have already completed any course they will be grading, obtaining at least an A-, or having otherwise demonstrated knowledge of the subject material to the satisfaction of the course instructor (for example, earning AP credit). Graders who took the course with the same instructor are strongly preferred.

2. Instructors, graders, and students taking a course are responsible for protecting the anonymity and confidentiality of the students whose work is being graded. Graders should not see identifying student information (names, full social security or NU IDs) on any work they grade. Graders should not discuss their observations, comments, scores, or any other aspects of their evaluations with anyone other than the instructor or a graduate TA. Students in a course should not attempt to contact graders, and graders should not attempt to contact students outside their normal course-related responsibilities.

3. Instructors are ultimately responsible for assigning scores to all work and for ensuring that scoring is fair and uniform across a given course. Instructors are required to determine the final score on all assignments and the overall scores for all students in a course; any comments or scoring provided by a grader should be considered preliminary. Instructors must let the class know that a grader will be scoring some/all of the assignments. Instructors must provide a set of written criteria/rubrics to graders for scoring of each section/element of any assignment scored by a grader. Especially the first time a given grader works for a given instructor in a given course, the instructor should be in close contact with the grader before scoring, in order to go over the written scoring criteria, and after scoring, in order to go over the grader's comments and scores.

4. The specific expectations for each grader for a given class in a given term must be laid out in advance, before the grader is hired for the term. In addition to the points described in this policy, these expectations will include which assignments will be scored (and when they will be scored) by the grader, and which ones by the instructor.

5. Each instructor and each grader for a given class in a given term must sign and date, to be kept on file by the Department, a copy of (a) this policy, and (b) the course syllabus including an indication of which assignments will be scored by the grader.

Course Number & Name: ____________________________  Section(s): __________

Instructor Name: _________________________________

Signature: ____________________________  Date: __________

Grader Name: _________________________________

Signature: ____________________________  Date: __________

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