

## Use of Grading Assistants

Revised to address concerns expressed in the 01-24-03 Faculty Meeting.  
Passed by Academic Senate 03-18-03.

### I. Overall Expectations:

The professor teaching a course has the full and final responsibility for insuring that all grades are fair and accurate and appropriately confidential. If assistants (students, secretaries or others) are used as graders, the following are to be taken into account.

### II. Practices:

- A. Student assistants who are enrolled in a course will not grade exams, papers or major projects nor record grades for that course.
- B. Professors will inform assistants that student grades are confidential and covered under privacy laws.
- C. Student graders will not have access to a record of all student marks for a course. In addition, students will not calculate final grades.
- D. Grading assistants are not to determine grading curves, scale assignments or assign final grades.
- E. If a grading assistant will be evaluating any materials for a course, the professor will so inform the students enrolled in that course.
- F. Any designation of grading assistants should recognize that the level of expertise required to grade material increases dramatically from objective exams (e.g., multiple choice, true-false, matching) to questions that require judgment regarding the degree of correctness (e.g., fill-in-the-blank questions, lab reports, problem sets) to analytical work (e.g., essays, research, or essay exams). Grading assistants should not be used to grade analytical work.
- G. If incidental work is not a significant component in determining the student's final grade, the professor has greater latitude in using student graders to ascertain that the work has been completed in a reasonable fashion. The instructor needs to be aware, however, that even components given relatively little weight may affect a student's final grade if the level of error in evaluation is high.