

## General tips for graders/TA's

- Keep a professional attitude towards students, professors (and TA's if you are a grader). Give phone number and respond promptly to emails.
- Take the job seriously and be aware of cultural differences
- Find right balance between performance as a graduate student and your job as a TA/grader : undergraduates pay a high tuition, you get paid to grade/TA, your main objective is to do well in your courses.
- **Psychological issues students may face**
- **Emails /response time/bcc**

## Academic Integrity/ Misconduct

### Exam writing:

It is a good idea to add the following paragraph (or a modified version) at the top of the first exam page and ask the students to sign:

***Please return this page with your blue book***

***You are not allowed to consult with others or any notes, books or someone else's answers. You have to write your answers in the blue book/pages that the persons proctoring the exam give you. Your answers should reflect only your knowledge. By signing below I am committed to follow these rules***

### Before/During the exam:

When administering classroom exams, there are a number of frequently used steps that can be taken to reduce the possibility of cheating:

- Before the exam starts say that the econ department takes academic integrity very seriously and that you expect them to comply with UW standards and follow instructions.
- Seat the students in every other seat. You may want to request that students change seats (to keep friends apart but also move others not to discriminate).
- Make sure that all books and other materials not to be used during the exam are placed out of sight of students.
- Stay in the classroom and observe students while they are taking the exam.
- Make sure you have enough proctors
- If students are crowded during exams, alternate versions of the test may be advisable.
- Bathroom requests need to be taken cautiously. I suggest that if you have another proctor, the student should be escorted to the bathroom door. If not, make sure the student knows that he/she should go to the closest bathroom and be back promptly.

If, while proctoring an exam, you detect signs of possible cheating, you should first observe the student carefully; if the same signs are seen again (such as eyes directed at a neighboring student's paper or trying to exchange papers with others), you should indicate discreetly to the student that you are aware of abnormal behavior and that the behavior needs to stop. If needed move the student to the first row.

If a more serious incident occurs (students exchanging papers, pulling a book or notes when not allowed, etc) you need to ask the student/s to stop writing, remove and keep the incriminating evidence /exam/bluebook and record the names of one of two students that saw what happen (if another TA witnessed the event, no other student witness is necessary). After the exam is over, contact the instructor and myself to plan next steps.

VERY IMPORTANT: DO not say to the student you cheated, you engaged in misconduct or similar. Just say that the instructor will contact him/her about the incident. Do not communicate via email with the student regarding the issue.

## Grading

- Make sure you understand the material completely (spend time reading the assignment/exam carefully and ask the instructor/TA questions)
- Always check with professor/TA about his/her approach to partial credit, sample a few exams before deciding on partial credit rules (procedure vs. correct answer/algebra mistakes).
- Write down the rules and stick to them, keep consistency (this is very important when you are grading a large number of papers and for requests/complaints), grade one question at a time
- Confirm the partial credit rule used with the professor before you start grading.
- Using specific characters to identify wrong answers (for example x), missing answer/blank space, etc. This will allow you to respond to ex post complaints and to be ready for possible misconduct violations.
- Take note if two answers look very similar and make copies of these exams to keep.
- Choose randomly another 4- 5 exams and copy them

## Returning Exams/bluebooks

Announce that academic integrity implies that no changes should be made to their answers, that you have copies of a random set of exams and that any regrading request has to be submitted with the regrade form (available at : <http://www.ssc.wisc.edu/~munia/Undergraduate/> )