

HARVEY MUDD COLLEGE DEPARTMENT OF MATHEMATICS
INFORMATION AND EXPECTATIONS FOR GRADERS

Professor(s): _____ Course/Semester/Year: _____

Head Grader: _____ Grader(s): _____

- Homework for this course will be assigned _____ time(s) per week and due on days _____. Graded homework should be returned within _____ day(s) after the homework has been submitted to the professor(s). If, in certain instances, this is not possible, the grader(s) should notify the professor(s) right away. Additional comments on homework:

- Each grader should record their grades electronically on a spreadsheet. Electronic copies of these spreadsheets are then to be sent by _____(weekday) of each week to the ___professor(s)/ ___head grader unless noted otherwise below. Additional comments and specific instructions for grading:

- Other comments (e.g., head grader duties, grader rotation, other specific instructions):

I, _____(print name) realize that my performance as a grader will be evaluated on my responsiveness to these and other grading-related requests of the professor(s), and on the care I take in grading each assignment fairly and accurately.

_____signature/date