

University of Delaware -- Computer and Information Science

CISC829 -- Homework and Grading Instructions

Homework

1. Each problem must be submitted on a separate sheet of paper. Label each problem with your name, problem number and date. If one problem covers more than one sheet, please *staple the sheets together* and put your name on each sheet. **YOU SHOULD HAND IN 3 COPIES OF YOUR SOLUTION.** The copies should NOT be stapled together. Instead, please use a paper clip to keep the 3 copies together.
2. Be kind to your fellow students. Write legibly and neatly. Avoid excess verbosity. Indicate clearly what you are doing.
3. Late homework will be graded only with the prior permission of Dr. Lloyd.
4. If you have any questions about how your homework was graded, see Dr. Lloyd. DO NOT go to see the students who actually did the grading.

Instructions to Graders

1. Working in pairs, students will be assigned the responsibility of grading and writing a solution (if one does not already exist) for particular homework problems. This assignment of responsibility will be done one week before the problems are due. Note that for most problems it is expected that a solution will already exist.
2. Pick up ungraded homework problems after class on the day that they are due.
3. There are two cases:
 - a) ***If a solution already exists:*** Look over that existing solution and the papers submitted by your classmates and then go to see Dr. Lloyd within one week after picking up the homework to decide how the problem will be graded (see 5a).
 - b) ***If a solution does not exist:*** Look over the ungraded problems to get ideas for composing an *excellent* written solution and to note areas of error that may need to be stressed. If you have more than one solution that is good, include it if you think it is worthwhile. See Dr. Lloyd within *one week* after picking up the homework to discuss a first draft of your solution. This first draft should, as nearly as possible, be a full and complete solution. It should *not* be notes or some ideas you just jotted down. You may have to see Dr. Lloyd several times before he is satisfied with your solution. In addition, you should, with Dr. Lloyd, decide how the problem will be graded (see 5a).

5. Each of the graders should grade the papers BY THEMSELVES, writing comments about errors on their copy of the each solution. Above all else, the grade that you give should reflect the degree to which the person solved (or did not solve) the problem.

Here are a few guidelines:

- a. Try to partition the problem into sections. Note the main ideas or method required in each. Assign a number of points to each section. Decide on a specific basis and grade all the papers in terms of it. It helps to look over most of the solutions before grading the first paper.
 - b. How well does the student understand the issues addressed in the problem? Do not penalize too much for small errors unless they make the answer unreasonable.
 - c. Clearly mark where points are deducted and carefully explain why those points were deducted. This is VERY important -- the student needs to understand WHY points were deducted.
 - d. Give a (+) grade for unusually elegant solutions.
 - e. Solutions that display no real understanding of, or insights into, the problem should receive a 0 (zero). Grades should not be given on the basis of effort.
 - f. Give yourself a 10: this grade may be reduced by Dr. Lloyd if he is not satisfied with your grading job.
6. Once both of you and your grading partner have individually graded the papers, you need to get together, compare your grades and comments and then together actually grade the paper, writing comments, etc on the remaining (ie third) copy of the solution.
 7. No later than 12 days after picking up the problem you should:
 - a. Turn in to Dr. Lloyd a list of the grades for that problem (alphabetical order).
 - b. Turn in the graded problems to Dr. Lloyd, with a grade (0-10) given on the front page of each. He will perform a quick review of the graded papers before they are returned. These are the "third copy" solutions that were discussed and graded as described in step 6.
 - c. For each student, clip or staple together the two versions of their solution that you graded individually. Mark each paper with the name of that grader. Return these papers to Dr. Lloyd.
 - d. If there was no prior solution and you had to write a solution, then give Dr. Lloyd the final version of your problem solution in a format that can be posted on the web. Clearly mark at the top of the first page the number of the problem, as well as your name. If you used all or part of a classmate's solution, they should also be credited.

Grading duties are an essential part of the course. Lateness in submitting grades and solutions will be penalized.