

MATH GRADING GUIDELINES

- Homework grading
 - Grade each problem with a pencil.
 - Once student corrects a missed problem, erase the X.
 - Be sure to have student call me if he cannot figure out what is wrong with his answer.
 - If the book has units in the answer, but the student does not, mark off $\frac{1}{2}$. THIS IS VERY IMPORTANT TO ENFORCE.
 - If the student has units in the answer, but the book does not, this is not a problem.
 - The grade at the top of each lesson should be the percent he got right after the "back and forth" process is complete. For all HW assignments, it should be "100". That is, even if he misses all problems on his first attempt, then when he corrects all the problems, he should have a "100" grade at the top of his lesson.
 - If the student cannot figure out what is wrong with his answer, and you cannot help him, then have him call me. If for some reason you cannot get a hold of me and it is time to email in the HW, then you need to grade it as less than 100. This should be a rare grade.
 - **DO NOT ALLOW THE STUDENT TO CHECK HIS OWN ANSWER IN THE ANSWER BOOK.**
- Test grading
 - Grade each problem in ink. An "X" will remain on the test even though the student is required to correct the problem.
 - The grade at the top should be the percent he got correct ON THE FIRST PASS. Thus, most students will NOT get 100 for their test grades because they usually miss something when they first take the test.
 - See HW grading guidelines above for the rest of the issues.
 - **DO NOT ALLOW THE STUDENT TO CHECK HIS OWN ANSWER IN THE ANSWER BOOK.**