

### Procedures and Policy for Quiz Grading

Quizzes are important for you to get prepared for the exams. In fact, Quizzes have emerged from discarded exam questions, and they reflect the style of exam problems. For this reason, solving quizzes in teams is discouraged.

1. All quizzes are take-home quizzes with a minimum 2-day turnaround time.
2. Prepare your solution in a legible fashion on white paper. Turn in your solution in pdf form via eLC. Keep the original for later reference.
3. You are required to use eLC for turning in your work. Submission of your ungraded copy awards you two points, irrespective of any mistakes. However, any submission outside eLC (paper, e-mail) carries a 2-point penalty.
4. **YOU WILL GRADE THE QUIZ YOURSELF.** You will receive the standard solution after you turned in the photocopy of your solution. Identify and mark your mistakes with red ink. Subtract grade points from your maximum score as follows:

* Calculation error (e.g., typed wrong number, flipped a sign):	-1 point
* Correct approach with minor problems (e.g., wrong equation)	-2 points
* Correct approach with major mistakes	50% partial credit
* Incorrect approach, wrong result	no credit

\* Note: If a task requires values from a previous task and you use incorrect values from a mistake in the previous part, you proceed grading it as if you used correct values (“correct solution from incorrect data”)
5. At the second due date, turn in your graded original solution for approval and for recording of your score. Your self-grading will be reviewed and the score may be adjusted.

**Recommendation: When you go over the quizzes for self-grading, carefully annotate your work and the standard solution. Identify WHY a certain solution applies. Create an easy-access folder with your annotated quizzes. You will be allowed to use this folder in the exam, and any explanations that *you* noted to meet *your own* needs will likely be very helpful in the exams! This second exposure to the material is the main purpose of self-grading.**