

Paper Marking Agreement Form

Note: This form should be written in *pencil* by both parties until all elements are agreed upon. When complete, scan the form and send to (1) the instructor, (2) the paper marker, and (3) the undergraduate coordinator (mcbrown@uoregon.edu).

The following is the agreement between _____ and _____
Instructor Name Paper Marker Name
for Math _____, CRN _____ during _____ term of _____.
Course Number CRN Term Year

Course-Specific Policies: The following are specific arrangements we have made for the quarter.

- The paper marker is allotted _____ hours of work for this class for ten weeks of the quarter (generally for courses using WeBWorK, paper markers are half-time at two hours per week and other courses are four hours per week).
- The paper marker will/will not complete work during week 1 and will/will not complete work during week 11 prior to the class's final exam (note that for ten weeks of work, both of these options cannot be selected).
- Work to be graded will be made available to the paper marker at the following location:

- Graded work will be returned to the instructor at the following location:

- Graded work will be returned after no more than _____ days (maximum: 7)
- The grading rubric for assignments will be provided by the instructor in the following manner:

- Total scores will be reported to the student in the following manner (e.g. "write total as a fraction on the back of each assignment"):

- Additional directions for assignments (e.g. "instructor will provide a spreadsheet of student names and paper marker will update it with scores", or "score each problem out of 5 and write point value next to each exercise"):

General Policies: The following are elements common to any class employing a paper marker.

- FERPA (the Family Educational Rights and Privacy Act of 1974) requires that any work that identifies a student in your class be kept between instructor and student. The UO’s exception to this for paper marking is for homework which the paper marker grades and returns in a FERPA-compliant manner to the instructor. **This exception does not extend to Canvas: paper markers cannot be added to Canvas in any capacity that reveals student information other than individual homework scores.**
- Paper markers cannot grade in-class assessments nor coursework worth a substantial portion of the course grade (e.g. quizzes, exams).
- The paper marker is required to return their properly-completed time sheet to the undergraduate coordinator by the 13th of each month in order to be paid on time.
- The instructor will verify that work completed roughly aligns with the work claimed by the paper marker on each time sheet, and will address any disagreements on time first with the paper marker and then with the undergraduate coordinator.
- Both instructor and paper marker will be available for regular communication, in particular taking no more than one business day to reply to a request for information, either from one another or from the undergraduate coordinator, unless notified in advance of a temporary unavailability during the quarter.
- The paper marker will complete the “Paper Marker Readiness Quiz” administered by the undergraduate coordinator.
- Both instructor and paper marker will be given a copy of the “Basic Principles of Grading” PDF. It is up to the instructor how diligently he/she wishes the paper marker to adhere to these principles.

Beyond the limitations imposed by UO policies and local, state, nor federal laws, I understand and agree to abide by the course-specific policies above, as well as the general policy statements provided.

Signed:

Instructor Signature

Paper Marker Signature