E-6: Evaluate and keep track of student performance

TEACHFORAMERICA

Grade promptly and provide clear feedback

Grade efficiently and accurately and ensure that students know why they have or have not mastered objectives

What does it mean to grade well and provide clear feedback?

What this means	What this doesn't mean
• **Grading accurately and in way that doesn't take too long**	• Spending lots of time trying to grade assessments or grading hastily and making errors
• **Grading promptly so the results can be tracked soon after you give the assessment**	• Waiting a week to grade an assessment
• **Giving feedback that allows students to understand why their answers are right and wrong**	• Simply writing a percentage (e.g. 75%) on the front of the test
• **Allowing students to see what objectives they've mastered and what they need to do in order to improve their performance**	• Passing back tests without explaining to students their progress
• **Helping students know their progress toward the big goal**	• Not connecting their score to the "bigger picture" and their goals

How can I do this effectively?

To grade accurately
- o Review and implement your system for grading carefully and consistently – if you don't follow your plans for grading, you will likely get unreliable, inaccurate data. For more about how to develop your grading system, see the P-1 page.
- o Record student progress on objectives
- o Provide qualitative feedback on why student answers were correct or incorrect, and what students must do in order to improve

To grade efficiently
- o Organize your schedule and develop a routine to prioritize time for grading assessments – if you don't actively schedule in time for grading, you are more likely to put it off or forget to do it.
- o Consider grading with a friend or colleague.
- o Consider training student volunteers to help you grade or teaching students how to grade their own (or a partner's) paper
    - ▪ **Important Note**: in order to have students help in grading, you should carefully teach them how to do this appropriately and monitor that they do so accurately. If you ask students to grade papers without any modeling or oversight, you will likely get inaccurate, unreliable information

To help students understand their progress, consider using different systems for reporting results:
- o Go over commonly missed questions together as a class
- o Hold individual meetings with students to review their progress

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- o   Check student understanding of their strengths and weaknesses and next steps for improvement
- o   Having students self-grade their assessments, if done carefully, can also be effective in helping them clearly understand the strengths and weaknesses in their performance

Note: Helping students understand their academic progress is also a great way to develop their belief that they can achieve through hard work (I-1)