



Ghulam Ishaq Khan Institute of Engineering Sciences and Technology Faculty of Engineering Sciences

## ES Pedagogy – Best TA-ing Practices Handbook

### What is this Handbook About?

Teachers' assistants (TAs) play a vital role in the successful course management and completion. At GIKI-FES typically graduate student are the TAs for various courses. The TA needs to know and review the course content, plan quiz review and explanation sessions, update student attendance record and maintain a detailed grade-sheet for the final grading in the end of the course. This handbook contains a variety of resources and role goals to help TAs to perform their duties effectively.

### What are the Typical Tasks for a TA?

- Marking Attendance
- Maintaining Class decorum during the lecture
- Assist to conduct and to grade, course quizzes & assignments
- Conducting Quiz follow up session with students after every quiz
- Maintaining student's attendance record
- Maintaining student's grade-sheet
- Compiling the pre-finals
- Updating CMS (Attendance, Quizzes, Assignment and Exam score)
- Assist to compile and submit final grades
- Assist the instructor in completing the course file

### What are Some of the Best Practices to Follow When Grading Quizzes?

- Ensure that your grading is consistent with the course policy/marketing scheme
- Determine whether students understood the topic
- Evaluate and return quizzes in a timely manner with cogent feedback
- Help students improve by telling them how they could have done better
- Focus comments in specific areas rather than on as a whole



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## What are Some of the Best Practices to Follow During the lecture?

- TAs should attend course lectures to better understand the content they will be grading
- Ensure that the attendance marked by the students is according to the actual number of students present in the lecture
- To be able to manage the class and maintain the decorum while the instructor presents
- To Provide technical support for lectures

## Typical TA-ing Process

- Find out the course instructor you are going to assist
- Meet the instructor
- Discuss your role and expectations
- Get yourself associated as a TA to the course in CMS (your instructor will add you)
- Get the course outline, course books, reference books and additional notes
- Discuss the assignment and quiz schedules
- Upload attendance on CMS within 2 days of the lecture date
- Assist your instructor in invigilating the quizzes/exams
- Mark the quizzes, assignments, send the mark-sheet to the students and arrange a review session and resend the updated record within two weeks of conducting the quiz or assignment submission
- After every quiz, assignment and mid exam, choose 3 (best, average, worst) of the attempted quiz/assignment/mid samples from the class and submit it to your instructor with in two weeks for the preparation of the course file
- Keep all the sheets, assignments and relevant data in a safe spot (which the instructor knows about) and/or submit them to the instructor regularly
- Prepare the pre-finals and convey them to the students at least 1 week before the final examination
- Finalize and submit the course file as soon as the grades have been submitted to the Dean's office



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## What to Remember?

- You are here to help students and assist the instructor
- To maintain a formal relationship with the students through email and verbal communication with students
- To be sensitive towards student problems
- To Update the Grade-sheet regularly
- Always provide every mark-sheet/record to the instructor both in pdf and editable form (a preferable way is to create a shared folder)
- Be mindful of sending a pdf version of the files to the students
- Cc the instructor on all email with students concerning the course
- Always feel free to let your instructor know if you are uncomfortable with an assigned task
- Discuss academic honesty policies and procedures. If you detect unfair means, inform the course instructor for appropriate action

## What will help Me?

- Automated attendance and assignment record
- Automatic sheet for preparing the pre-finals ([Blank Gradesheet FES](#))
- Some beginner level skills in MS Excel (i.e. Applying formulas)

## What if I Have More Questions?

CMS coordinator and/or members of the ES Pedagogy & Training Unit can be approached for further queries.