Typical duties of any TA:

- attending all the lectures up to Exam 3 (that is, the first three-fourths of classes),
- evaluating solutions of five to seven problems in about 130 copies:
    - one to 1.5 problems in each of the in-class closed-book major exams, about 30-minutes students get to answer each such part in each such exam, and
    - one problem given in an in-class closed-book surprise exam which is of 15- to 20-minute duration,
- carefully listening to instructor's videos on solutions to exam problems that the TA is intended to evaluate, and discuss any possible variations of these solutions with the instructor before evaluating,
- after evaluations are completed, totaling with other TAs and entering marks into an excel sheet,
- after distributing evaluated major exam sheets back to students, providing one and a half hours of office hours so that students have provision to meet if they have any queries related to evaluations,
- proctoring exams (Exam 1, Exam 3, surprise exams)[1],
- promptly (within a bracket of 24-hours) replying to student emails, or forwarding the same to the instructor, and
- (one of the TAs needs to) count the number of students in each lecture and update the excel sheet after the last lecture of every week.

Evaluation of solution copies needs to be done concretely:

1. Understand solutions crystal-clear so that you can evaluate them well.

2. A good TA always minimizes the number of updates he/she has to do after returning evaluated answer sheets to students. The TAs need to keep this in mind while evaluating.

3. Write on the student's answer sheet, any point relevant to that solution which was not described in the solution video. Give precise feedback if you deduct any marks. Students knowing their mistakes is of utmost importance; grading without textual feedback does not serve the purpose.

4. A student can request a change of marks only for one day after distributing evaluated scripts.

   If there are any changes, email the respective roll numbers with the old and new marks to the instructor. To take responsibility of updation of marks, each TA must independently email this for each exam to the instructor.

5. Since the final grading is going to be relative, correctly weigh each student's solution by adhering to marks subdivision finalized in solution discussion sessions.

6. To avoid monotonicity and lazy evaluations, it is strongly advised that each TA must not evaluate more than 25 papers on any single day, and at most 15 papers in any single stretch.

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[1]since TAs must guard against copying, mobiles are not allowed

7. If a student is approaching a (sub)problem in the right direction, marks given should be encouraging. For one to get a perfect score, the solution must be perfect as well. If the approach is diagonally opposite to what it should be or if it is irrelevant, give negative marks; typical places at which negative marking can be awarded are detailed in the course guidelines.

8. Few sheets are checked by the instructor before returning sheets to students, esp., those with high scores. If any modifications are required, those modifications need to be applied to all the remaining sheets as well.

9. If a solution in any script is not clear, discuss it with the instructor.

10. Never increase marks of a student just because he is insisting; arguments on the answer sheet must be totally convincing and marks need be fair to all the students.

11. Cross off the blank space in answer scripts before returning to students.

    Evaluate using a red-ink pen.

    Each TA needs to enter marks obtained in his question into the supplied excel sheet - the sum of these entries gives the total score of a student in that exam.

    Mark zero marks of absentees in red foreground color.

    After evaluating, sort the evaluated answer sheets in ascending order of roll numbers.

    Sign on the main sheet and every additional sheet of each student.

12. Typically, a major exam is evaluated with a surprise exam.