

**Biost 518 / 515: Categorical Data Analysis**  
Emerson, Winter 2015

**Instructions for Peer Grading**  
January 5, 2015

**Submitting Your Written Answers**

1. The date and time that each homework is due is specified on the homework assignment. Your written answers must be submitted electronically by that time.
2. Acceptable file formats are MS Word compatible documents (\*.doc or \*.docx). You must ensure that all identifying information has been removed:
  - a. In older version of MS Word, select “**Options**” from the “**Tools**” menu. On the “**Security**” tab, there is a subheading labeled “Privacy options”. Check the box marked “**Remove personal information from file properties on save**”.
  - b. In MS Word 2010 on Windows, on the “**File**” menu select “**Info**”. Then select “**Prepare for Sharing**” then “**Inspect for Personal Information**”. On the resulting screen you can click “**Remove All**”.
  - c. In the MacOS version of MS Word, on the “**Word**” menu select “**Preferences**”. Then on the “**Security**” tab, check the box marked “**Remove personal information from file properties on save**”.
3. Name the file containing your homework by the appropriate code that was supplied to you in a file sent by email. Note that you have a different code for each homework assignment (the first digit will agree with the homework assignment number). Keep the extension (.doc .docx) appropriate to your file format.
  - a. So, if you were assigned code “1234” for homework 1, you should submit a file named “1234.doc” or “1234.docx”.
  - b. Name the file exactly that way: no spaces or other characters
4. Submit your file to the Biost 536 / Epi 536 Catalyst dropbox for the assignment labeled “Homework #n”. Note that all assignments are open now. The due date/times and closing date/times are noted in Catalyst.
5. **Failure to follow these instructions on the naming and submission of homeworks may result in you receiving no credit for that assignment.**

**Grading a Peer’s Homework**

1. On the day following the due date of the homework, a link will be activated on the class web page in order for you to gain access to all homework papers. Follow that link.
2. On the page providing links to the submitted homeworks, there will be instructions as to which paper you are to grade. Download that paper.
3. The key provided on the course web pages will indicate the total points to be given for each problem, as well as providing model solutions.
4. You should use “Track Changes” and comments in MS Word to enter your grades / comments on the electronic version of the homework.
5. Grade each answer, providing comments explaining why any points were deducted. Use your judgment, but you may consult the TAs or instructor for advice if you are unsure of how to grade an assignment.
6. **General guidance:** You do not do one a favor by being lenient in grading the homework. The point is to make sure that the student recognizes where their answers were wrong. When in doubt, seek guidance from a TA or the instructor. Note that there is no lasting

- harm in taking off points, because the grade can be appealed, thereby straightening out any uncertainty.
7. **Include a comment at the top giving the total score assigned.**
  8. Name the electronic file containing your grades / comments using your assigned code for that homework assignment, the word “grading”, and then the original file name. Hence, if your code for homework #1 was “1987” and you were assigned to grade the paper named “1234.docx”, you would name your file “1987grading1234.docx”. **(Note lower case letters and no spaces or other punctuation.)**
  9. Submit your file to the Biost 536 / Epi 536 Catalyst dropbox for the assignment labeled “Graded HW #n”. Note that all assignments are open now. The due date/times and closing date/times are noted in Catalyst. You will typically have approximately 5 days to submit your grades.

### Reviewing Your Grades

1. Peer graded homeworks will be posted on the web pages along with the grades.
2. A random selection of the homework problems will also be graded by one of the TAs, and those grades / comments will also be posted. (Hence, the total grade possible given by the TAs will be less than the total grade possible given by the peer.)
3. The grading of the homeworks will also be reviewed, and graders will receive points for their grading. These grades will also be posted.
4. Should you disagree with the grade you received from your peer, you may appeal that grade in person to the instructor. Any comments from the TAs or instructor that change your grade will also be posted.
5. If you identify a problem that you got wrong, but your peer grader gave you full credit for, you may gain bonus points for discussing this with the instructor. (For instance, if the peer grader should have taken 5 points off but did not, you will keep the points given by the peer grader plus have an additional 5 points added to your score.)
6. Your official grade for the homework is the grade assigned by the peer, plus any adjustment awarded by the instructor.