

# Ten Tips for More Efficient and Effective Grading

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Adapted from an article by Victoria Smith and Stephanie Maher Palenque. From *Faculty Focus: Higher Ed Teaching Strategies* from Magna Publications. Available online at: <http://www.facultyfocus.com/articles/educational-assessment/ten-tips-efficient-effective-grading/>

1. One and Done: mention errors only once.
2. Bank comments: collect and keep a collection (or "bank") of comments that cover common issues.
3. Frontload feedback: provide the most detailed feedback at an early point in the course, allowing students to use the feedback to improve later drafts or assignments.
4. Global comments vs. local corrections: focus on global issues (genre, level of analysis, fit with assignment) instead of focusing on grammar or spelling.
5. KISS (Keep it Simple for Students): feedback and grading should provide a teachable moment; keep the feedback at a level accessible by the student.
6. Attitude and Approach: make student learning the primary goal. Effective feedback includes mutual interest and respect.
7. Conscious use of comments: effective feedback should be applicable to future situations.
8. Avoid surprises: use a rubric. This allows the student to understand how the paper or assignment will be evaluated.
9. Less is More: Avoid responding to every mistake. Too many comments and corrections may overwhelm the student.
10. Questions for reflection: consider asking guiding questions that facilitate the student's reflection of the assignment and lead the student to the needed revision.



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