

## Grading Assignment Form:

*(Updates 4/21/2020)*

Instructor completes this portion and attaches to each assignment given to grader. Unless this form is completed, signed, and attached to each assignment, grader may not perform grading services.							
Instructor							
Math course/section							
Assignment (describe)							
Maximum time for grading assignment <small>Instructor must initial below if grader exceeds allotted time.</small>							
Signature of Instructor							
Date assignment given to Grader							
Date assignment to be returned to Instructor							
Grader completes this portion and submits all pertinent grading assignment forms with timesheets for corresponding pay period.							
Time spent grading <small>Instructor must initial if grader exceeds allotted time.</small>	<table> <tr> <td>Date:</td> <td>Time:</td> </tr> <tr> <td>Date:</td> <td>Time:</td> </tr> <tr> <td>Date:</td> <td>Time:</td> </tr> </table>	Date:	Time:	Date:	Time:	Date:	Time:
Date:	Time:						
Date:	Time:						
Date:	Time:						
Grader's name							
Grader's signature							
Date							

Notes: