



PROCEDURES: For the Classroom ■ Collecting and Returning Papers

Learn the methods and benefits of assigning each student in your class a unique number.

1. Using an alphabetical listing of students, assign each student a number, beginning with 1, in your record book or in your software program.
2. When new students join the class there are two choices: 1) Add their names to gaps created by students who may have left the class, or 2) Add the students to the bottom of the class roster and assign them the next available sequential number.
3. On all tests, papers, projects, and reports turned in during the school year, students must write their unique number.
4. For consistency, choose one place on papers where this number must be written as a class procedure so it becomes a routine.
5. For multiple-choice, true-false, and fill-in answers, give your students an answer form so that all answers are in the same place.
6. After the papers are collected, ask a student to arrange the papers in numerical order.
7. Do not grade tests one at a time, while watching television and snacking. Spread the forms on a large table, perhaps 10 across, and correct the answers three to five questions at a time as you move across the forms.
8. Put the papers back in order ready to be recorded in your grade book or in your gradebook software program.