



UTM Department of Anthropology Marked Work Return Policy for Teaching Assistants

It is expected that all UTM Anthropology Teaching Assistants will follow this standard for returning all marked paperwork including mid-term tests, assignments and final exams to the University of Toronto Mississauga.

1. TAs must deliver all marked paperwork including mid-term tests, assignments and final exams **IN PERSON TO THE INSTRUCTOR.**
2. Marked work and final exams **MUST NOT UNDER ANY CIRCUMSTANCES** be:
 - a. sent by Canada Post
 - b. sent by campus mail
 - c. sent by courier
 - d. scanned / emailed
3. Scantron sheets are **NOT PERMITTED** to leave the UTM campus under any circumstances. Scantron machines are located on the UTM campus.

Extenuating circumstances

If an emergency arises and a TA cannot deliver all marked work in person to the instructor, the TA may request to deliver the tests or exams in person to an Anthropology department staff member to hold for pick up by the instructor. Please note that the following instructions **still apply** if the TA responsible for marking the tests, assignments or exams gives them to another TA to deliver to the Department:

In emergency situations, marked work from TAs will only be accepted by department staff IF:

1. **Delivered in person by the TA or a designate who has agreed to follow the same procedure.**
2. **Sorted alphabetically** by surname prior to delivery
3. **Counted accurately** prior to delivery
4. **Delivered in WELL-SEALED ENVELOPES OR CONTAINERS** with the following information clearly indicated on **each** sealed envelope/container:
 - a. **Signature of TA** who marked, counted and sorted tests or exams
 - b. **Printed name of TA** who marked, counted and sorted tests or exams
 - c. **Accurate count** of number of tests or exams contained in each envelope/container
 - d. **Course code**
 - e. **Name of course instructor** who will pick up the tests or exams
 - f. **Total number of envelopes/containers:** "1 of 2", "2 of 2"

If the above conditions are not met, department staff will not be able to receive and hold the tests or exams for the instructor to pick up. If it's not possible for you to follow the extenuating circumstances process, you must contact the department staff to discuss an alternate arrangement.