



UTM Department of Anthropology Marked Work Return Policy for Teaching Assistants

All UTM Anthropology Teaching Assistants who will be marking paper copies of coursework must follow the standard procedures of the UTM Department of Anthropology.

Midterm tests, assignments, and other paper copies of coursework (not including final exams)

TAs must deliver all marked work **in person** to the instructor.

Marked work **must not** be sent by Canada Post, campus mail or courier, or scanned/emailed under any circumstances.

If you have a situation with extenuating circumstances, please contact the Departmental and Chair's Assistant at secretary.utmanthro@utoronto.ca for guidance.

Final Exams

UTM final exams are **not** permitted to leave the UTM campus under any circumstances. All marking of paper copy final exams must be done at UTM, and all final exams must be returned **in person** to the instructor.

The UTM Department of Anthropology's policy on marking final exams is that exams must remain on campus and stored in a secure location for safe keeping, security, minimizing the possibility of losing exams, protecting personal and confidential information from unauthorized access and unintended destruction. Students' final exams are considered student personal information and University staff and faculty should protect personal and confidential information from unauthorized access and unintended loss or destruction.

Scantron sheets

Because scanning of Scantron sheets is done at UTM, Scantron sheets are **not** permitted to leave the UTM campus under any circumstances.

Scantron machines are located on the UTM campus at the I&ITS Help Desk in the CCT Atrium. The instructor can book the machine for scanning of the sheets, and I&ITS staff can provide instructions for using the machine.

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 assignments 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 or assignments 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, departmental staff will not be able to receive and hold the tests or assignments for the instructor to pick up. If it is not possible for you to follow the extenuating circumstances process, you must contact the departmental staff to discuss an alternate arrangement.