CHEM 6A TA duties

From “Description of Duties Form”: Grade exams; may help maintain course website (e.g. TritonED); monitor for and report violations of academic integrity.

Prepare at least 3 quizzes during quarter with multiple versions of each quiz (for different forms or for different sections).
- Prepare draft of quiz for review before discussion section (weekend before)
- Grade quizzes and enter grades in TritonEd (within 2 days or as requested)

Weekly TA meeting.

Attend Lectures.

Proctor exams
- Get students seated according to seating chart (every other seat)
- Pass out exams alternating forms and pass out scantrons
- Take head count at beginning of exam and scantron count at end of exam
- Actively proctor (no cell phone usage, eating lunch, coffee breaks, etc.)
- Answer student questions (ask instructor if you are not sure how to answer)
- Reseat students if needed
- Collect exams and scantrons, check ID and form letters, verify ID

Assign and keep track of attendance/participation points for each discussion section and enter points each week into TritonEd.

Provide material for students in discussion sections (e.g. example problems, review material, background information, worked out exam/quiz problems, etc.)
- Post above materials on TritonEd (in appropriate folder)

Other expectations:
- Be familiar with Sapling homework problems
- Assist in getting exams printed and delivered
- Deliver OSD/early/makeup exams as needed
- Proctor OSD/early/makeup exams as needed
- Purchase or pick up materials for lecture or exams (e.g. scantrons, calculators, pencils, etc.)