

Statistics Workshop Information and Procedures Spring 2017

Workshop Coordinator

Marie Loughin

Phone: 778-782-3147

Email: mloughin@sfu.ca

Office: K10552

(The Workshop is located in K9516 (inside K9510))

Please call or email to make an appointment.

Guidelines for Homework Assignments

Your instructor will determine whether you should turn in paper copies of your homework or electronic copies using Crowdmark. The instructions for each method are below.

Helpful Tip #1: Start your homework as soon as it is assigned. Statistics assignments are often long. The software recommended by your instructor can help you to complete assignments faster, but they'll still take time.

Helpful Tip #2: Always compare your marked assignment to the solutions. Sometimes only a selection of assigned problems are marked, so a perfect score does not always mean all your answers were correct. In addition, solutions sometimes offer helpful insight.

Helpful Tip #3: Do your own work. You learn better by doing the work yourself. Also, marks will be deducted up to 100% for papers that are too similar.

Instructions for Submitting Paper Assignments

Your instructor may require submission of assignments on paper. These assignments should be deposited in the drop boxes in the hall outside the Statistics Workshop (K9510). Deposit your paper in the slot labeled with the first letter of your last (family) name in the column of drop boxes labeled with your course number. Misplaced papers found after the due date will be considered late and won't be marked. If you realize you deposited your paper in the wrong box, see a Workshop TA to get it back.

Remember:

- At the top of the first page, include (1) your full name as it appears in Canvas, (2) student ID, (3) course number, and (4) assignment number.
- Provide answers neatly and in the correct order. Staple the pages together. **You will lose marks** if the TA cannot read your writing, overlooks an out-of-sequence answer, or if pages become separated.
- **Late assignments will not be marked.** Homework deposited in a slot for the wrong course will be considered late and will not be marked.

Your marked assignments will be available for pick-up inside the Stat Workshop around 5-7 days after the due date. You'll find them on the shelves to the left of the TA desks.

Statistics Workshop Information and Procedures Spring 2017

Instructions for Submitting Assignments through Crowdmark

If your instructor has elected to use Crowdmark for homework, then you will receive an emailed link for each assignment. You will need to upload your assignment to this link. You can find detailed instructions for uploading to Crowdmark at <https://crowdmark.desk.com/customer/en/portal/articles/1639407-completing-and-submitting-an-assignment>.

Once the assignment has been marked (generally 5-7 days after the due date), you will receive a new link that will take you to your marked assignment. Your score will appear on Canvas. Make sure you review your marked assignment and compare it to the solutions posted by your instructor. This is a valuable part of the learning process.

Helpful tip #4: *Always review your assignment within Crowdmark after you have uploaded it. If you have trouble reading your assignment in Crowdmark, then so will your TA! Sometimes the scan is too light or a pdf can become scrambled. If you have problems, try adjusting your scan settings or review the troubleshooting ideas in the above link. (Sometimes simply re-uploading will take care of problems with pdfs.)*

Helpful tip #5: *If you wish to use pencil/pen and paper and don't have access to a scanner, then consider using the TinyScanner app on your smart phone, which makes use of the phone's camera. There is a free version of the app at the Play Store and iTunes. Just be sure you can easily read the resulting pdfs.*

Helpful tip #6: *Most statistical software has capabilities for exporting results (e.g. graphics and results tables) so that you can insert them into a Word document. You might find it just as easy (or easier) to use Snipping Tool, which comes with Windows Accessories on PCs. (Add it to your toolbar.) Similar tools are available as free downloads for Macs.*

Exam Marking Information

Exams are usually marked within 5 days of the exam period. Scores will appear in Canvas. Due to time constraints, the markers can only provide limited comments on marked papers. More detailed solutions are often provided to students by the course instructor.

For exams marked by hand: You must visit the TA desk in the Statistics Workshop to see the marked papers. You will need to show your ID to obtain your exam. Do not take the exam out of the Workshop or write on it if you wish it to be eligible for change-of-mark.

If using Crowdmark: For each exam, you will receive a link to a scan of your marked and commented test paper. You will be able to view your marked exam on your phone, tablet, or computer.

Final Exams: Your marked final exam will be made available for viewing at the discretion of your instructor, generally during the first week of the following term.

Statistics Workshop Information and Procedures Spring 2017

Guidelines for Requesting Change-of-Mark

Important: You have **one week** to request a change-of-mark once a marked assignment or exam has been returned to the Workshop or sent via emailed link.

To request a change of mark:

1. Visit the Workshop and ask the Workshop TA for a change-of-mark request form.
2. Complete the form, including an explanation of why each listed problem should receive additional credit. If no explanation is provided, then the paper will not be re-marked.
3. Return the completed change-of-mark form to the TA. (If the assessment was marked on paper, then staple the form to the paper and return both to the TA.) **(Remember to pick up your student ID!)**
4. The TA will place your request in the Workshop file cabinet for later review by the appropriate TA or instructor.
5. If you don't see a change to your mark on Canvas (or CourSys) and have not received an email within two weeks, please contact mloughin@sfu.ca.

PLEASE NOTE: If your assignment or exam is hand-marked on paper and you wish to have your paper considered for change-of-mark, you **must review the paper in the Workshop**.

- For exams, you must leave your student ID with the TA while you review your paper in the Workshop. Be sure to collect your ID when you are finished.
- To request a change of mark, fill out the form supplied by the Workshop TA, staple it to the paper, and give it back to the TA.
- If you are satisfied with the marking, you can then take your paper home. *(Don't forget your ID!)* **Papers are no longer eligible for Change of Mark once they have left the Workshop.**

Evidence of modification to answers on marked papers prior to requesting change of mark will be treated as violation of the *Code of Academic Integrity and Conduct*: <https://www.sfu.ca/policies/gazette/student/s10-01.html>

Software and Computers

You are welcome to use the Statistics Workshop computers to complete your statistics homework. You may also use the tables in the Stat Workshop to work on statistics homework with your own lap tops and to work with other students from your statistics class.

DO NOT attempt to download software to any Workshop or computer lab computers.

If the Statistics Workshop is closed or if you wish to work on homework from other courses, see the following link for locations and hours for other computer labs. You should find JMP, SPSS, R, and Excel on all Workshop and lab computers.

http://www.sfu.ca/itservices/technical/computerlabs/burnaby_labs/labs_and_locations.html/

Questions? Problems?

For any problems with exam or homework marking, comments about the TAs or Workshop operation, or any other Workshop-related issues, please contact Marie Loughin, Workshop Coordinator, at mloughin@sfu.ca.