

Methods to return graded coursework or exams to students

1) You can return graded coursework to student mailboxes if:

- you enclose each graded assignment in an envelope
- or
- you conceal the grade by folding the paper in half & stapling or taping it shut

2) You can return graded assignments directly to students in class

- make sure students only receive their own, and they are not able to easily view their classmate's grades

3) You can provide exams to your department staff, and instruct students to pick them up individually

4) At the top of the exam, you can have a checkmark that indicates the following:

"If you check this box, your graded exam will be returned your student mailbox. Neither your professor nor the College of Pharmacy will be able to guarantee the privacy of this information if it is returned to your mailbox.

If you do not check this box, your exam will available to pick up at our department office [please indicate a specific room here]"