

**Grade:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**I.D.:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

## ASSIGNMENTS

### How to Help the Marker (and Yourself)

- *Don't* put assignments in binders, envelopes, slip cases, etc.
- Staple twice in upper left-hand corner of pages – *no paper clips*.
- *Print* your name and I.D. number in the upper right-hand corner of *each* page.
- *Print* course name, number and the instructor's name in the centre of the first page.
- Have questions clearly labelled and in order.
- Have questions *parts* clearly labelled, distinctly separated, and in order.
- Use legible writing and a neat appearance.
- Avoid the use of legal size and other non-standard paper.

A sample of a convenient cover sheet, suitable for general use with assignments, is given overleaf; it can be photocopied to suit your individual requirements.