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.