

# SOP Template: Assignment Creation, Distribution, and Grading Protocols

This SOP details the **assignment creation, distribution, and grading protocols**, covering the procedures for designing effective assignments, ensuring timely and equitable distribution to students, and establishing fair and consistent grading criteria. It aims to streamline the assignment management process, enhance student engagement, and maintain academic integrity through transparent evaluation methods and clear communication of expectations.

## 1. Assignment Creation

- 1. Define Learning Objectives:**
  - Align assignment topics with curriculum outcomes and learning goals.
- 2. Design Assignment Tasks:**
  - Specify instructions, required resources, expected outputs, submission format, and deadlines.
  - Ensure clarity, relevance, and achievable scope.
- 3. Create Rubrics and Grading Criteria:**
  - Develop transparent and measurable evaluation metrics/measures for each component.
- 4. Review and Approval:**
  - Submit assignment drafts to designated staff/faculty for feedback and approval before distribution.

## 2. Assignment Distribution

- 1. Dissemination Methods:**
  - Distribute assignments through the official Learning Management System (LMS) and/or email.
  - Announce availability during class sessions, if applicable.
- 2. Communication of Expectations:**
  - Attach rubrics, objectives, instructions, and submission guidelines.
- 3. Assignment Accessibility:**
  - Ensure all students receive assignments simultaneously and can access materials regardless of learning modality (in-person/remote).
  - Address accessibility needs for students requiring special accommodations.

## 3. Assignment Submission

- 1. Submission Platform:**
  - Specify the designated platform (e.g., LMS, email, physical submission).
- 2. Deadlines:**
  - Clearly state due dates and times.
  - Specify late submission policies and procedures for extensions with valid reasons.
- 3. Submission Confirmation:**
  - Ensure an acknowledgment/receipt is generated upon successful submission.

## 4. Grading Protocol

- 1. Grading Criteria Application:**
  - Apply published rubrics and criteria consistently across all submissions.
- 2. Academic Integrity Check:**
  - Conduct plagiarism checks using approved software/tools where appropriate.
- 3. Feedback Provision:**
  - Provide timely and constructive feedback based on rubric components.
- 4. Grade Recording:**
  - Enter grades accurately into the LMS or student records system per institutional policy.

## 5. Communication & Appeals

- 1. Transparent Communication:**
  - Notify students of graded assignment availability and feedback location.
- 2. Grade Appeals:**
  - Outline appeal protocol including timeline and escalation avenues.
  - Ensure appeals are handled impartially and according to institutional policy.

## 6. SOP Review and Continuous Improvement

### 1. Regular Review:

- Review SOP annually or after feedback collection or policy change.

### 2. Feedback Incorporation:

- Gather input from faculty, staff, and students to refine processes and protocols.

Process Step	Responsible Party	Timeline	Documentation
Assignment Creation	Instructor/Teaching Staff	At least 2 weeks before distribution	Assignment brief, rubric draft
Assignment Distribution	Instructor/Teaching Staff	As per course schedule	Announcement, digital posting
Submission Collection	Instructor/Teaching Staff	As per deadline	Submission logs/receipts
Grading & Feedback	Instructor/Grading Team	Within 2 weeks of submission	Grades, feedback report
Appeals Handling	Instructor/Academic Affairs	Within 1 week of appeal	Appeal records, resolution outcome

**Version:** 1.0

**Effective Date:** [Insert Effective Date]

**Authorized by:** [Insert Name/Position]