SOP: Homework Assignment, Collection, and Feedback Process

This SOP details the **homework assignment, collection, and feedback process**, covering the steps for assigning homework to students, setting clear deadlines, collecting completed assignments efficiently, evaluating and grading submissions, and providing timely and constructive feedback. The goal is to enhance student learning and ensure consistent communication between educators and students regarding academic progress.

Process Overview

1. Assigning Homework
2. Communicating Expectations & Deadlines
3. Collecting Assignments
4. Evaluating & Grading
5. Providing Feedback
6. Recording & Follow-up

Step-by-Step Procedure

1. Assigning Homework

a. Determine relevant homework aligned with current curriculum objectives.
b. Prepare clear instructions and evaluation criteria for each assignment.
c. Upload or distribute the assignment through the designated platform (e.g., LMS, email, printed copies).

2. Communicating Expectations & Deadlines

a. Announce the homework assignment in class and on the official communication platform.
b. State the due date/time and submission format (e.g., file type, handwritten, online form).
c. Clarify grading rubrics, late submission policies, and expected workload.

3. Collecting Assignments

a. Collect submissions via the agreed method (LMS, physical collection, email inbox, etc.).
b. Track submissions using a roster or digital tool to ensure all students have submitted.
c. Follow up promptly with students who miss the deadline, referring to the late policy.

4. Evaluating & Grading

a. Assess each submission based on the published rubric.
b. Record scores and highlight areas of strength and improvement for each student.
c. Ensure grading is impartial, timely, and confidential.

5. Providing Feedback

a. Give individualized feedback, focusing on constructive suggestions for improvement.
b. Return assignments and feedback within the established turnaround time (e.g., within one week).
c. Address common issues and exemplary work in class (anonymously, if appropriate).

6. Recording & Follow-up

a. Enter grades into the official gradebook or LMS promptly.

b. Maintain records of submission dates and feedback given.

c. Schedule remediation or supplementary activities for students needing additional help.

Roles & Responsibilities

Role	Responsibility
Teacher/Educator	Assigns, collects, grades, and provides feedback on homework assignments.
Student	Completes assignments on time, follows instructions, and reviews feedback.
Admin/Support (if applicable)	Assists with distribution, collection logistics, or technical issues.

Note: Consistent communication and respectful, constructive feedback are essential for supporting student learning and maintaining academic integrity.

References / Supporting Documents

- School/Department homework policy
- Grading rubrics and templates
- LMS user guides

Revision History

Version	Date	Author	Description
1.0	2024-06-10	SOP Generator	Initial draft