

Dear NML 502,

(I nickname this course NML502 to save us writing COMP/ELEC/STAT 502.)

The following are our house rules for file upload (to submit your home works, tests, etc.), emails, and other logistics. Please follow them. **Not following instructions may result in not grading your HW or test (that is, not giving you credit for it).** The small discipline I am asking helps streamlining the paperless "hand-grading" and eliminate some menial work (such as renaming files by hand if we need to download for our local processing). So here it goes.

1. **No blank spaces** in file names. For file names follow this template:
NML502-HW<##>-<Last Name><First Name>.pdf
where you fill the appropriate data in the < > without any blank spaces.
Example: NML502-HW01-TaylorJohn.pdf (do not write the <>)
Use two-digit numbers for assignments as shown in this example.
2. Please submit your **assignment write-up** in Canvas as a **single pdf file**.
 - a. Number the pages, leave 1" margins at all sides to allow space for grading comments and points, and for scanning misalignments without losing text. No text, including problem numbers, should be on the margins.
 - b. For handwritten pieces, please use a pen (not pencil), and write neatly.
3. When **computer code** is required, you will upload one or more additional (.m, .c, .R, .f or .txt) file(s), under a separate designated "Code-xxxx" assignment in Canvas. Example: NML502-Exam01-TaylorJohn.m
Only .pdf files will be accepted for your write-up, and .m, .c, .R, .f or .txt (or .zip) for your code. Specific instructions will be given with the assignment.

Non-compliant files may not be processed.

4. It is your responsibility to produce **clean, clear, sharp e-copies**. Photographed pages often make poor copies, please check the quality of your scan. If we cannot read the details in your assignment, we will not grade it. If you have issues with producing nice .pdf files we will be happy to help. Please ask.
5. It is your responsibility to ensure that what you upload to Canvas can be opened and is readable, and that it contains the right stuff. If we cannot open it we will not grade your assignment. Double-check before the deadline! I.e., log out and log back in to verify the contents of your file(s).

A few additional items:

6. You are allowed to upload an assignment any number of times before the deadline. Make sure, however, that you do not upload versions of two different files (such as a .pdf write-up and a code file, .m). If you upload multiple types of attachments graders may not be able to open the right one in Canvas Speed Grader. We will provide separate upload links for code files.
7. **We cannot accept a repeat submission after the assignment deadline because you noticed an error in your submission.** As above, you should double-check before the deadline. If you upload a corrected version after the deadline (but before the late deadline, which is the "Accept Until" date in Canvas) your HW

assignment will be treated as late submission. Canvas will not allow upload after the late deadline. "Error" also includes a technically failed submission (i.e., if the upload did not go through or your file became corrupted in the process). It is your responsibility to check and ensure, before the deadline, that your files are successfully uploaded, are readable, and contain what you intended.

8. Please ***do not email*** me or TAs corrections of your uploaded **assignment** unless we ask you to do so. TAs are instructed to ignore any assignment coming in unsolicited email. Also, **you must ask me for any exception**, not a TA or grader.
9. An **exception** from treating your HW as late submission (when uploaded after the deadline) is when you obtain an extension from me ahead of time, for a legitimate reason such as illness, family problem, or similar serious matter. In this case I will ensure that you receive 100% credit up to your extended due date. If, due to an extreme emergency you are unable to obtain my permission in advance, please notify me as soon as you can and I will handle your case individually. While you need to contact me directly with requests for exceptions please always copy the TA(s) so we all know what is going on.
10. If you have problems with uploading files to Canvas please notify me immediately and copy the TA(s). We will decide the course of action depending on the situation.
11. When you **email** me and / or a TA, please ***include in the subject line NML502, your full name, and a few keywords describing the subject of your note*** (e.g., NML502 – John King, need clarification on HW03). Not doing so may result in your not receiving a reply because I will not find your email by searching for NML502 in my mailbox.

Grading and appeal process:

12. After receiving your graded assignment (the "feedback") please check the sum of your points, check that there is no omission. To dispute any part of the grading you must seek clarification within 3 days, which is termed the "appeal period". Steps you need to follow:
 - a. Contact the grader (identified by pen color) who graded the part.
 - i. Red – TBA
 - ii. Blue – TBA
 - iii. Purple – Erzsébet Merényi
 - b. If the problem is resolved, the grader will send me an email (copy you) to report the change in points and the reason, and (s)he will correct your points.
 - c. If the problem cannot be resolved between you and the grader, the grader will brief me in an email (copy you) and I will resolve the issue.

Please also check that the points in the grade book match those in your feedback. If you find an error simply tell the grader and (s)he will correct it since (s)he can verify the fact easily.

Thanks for adhering to these instructions. Please ask clarification any time, if needed.

~ Erzsébet Merényi