

# ***TEST CORRECTION PROCEDURES***

*You **MUST** follow these steps because you scored below 70 on the exam/project...*

1. On separate sheet of clean notebook paper, correct all answers that did not receive **FULL** credit.
2. Show a parent your test and corrections.
3. Have a parent sign their name near the grade on your exam (not the correction sheet).
4. Return the test with parent signature and corrections **BY THE NEXT CLASS PERIOD**. (Preferably during tutorials.)
5. Be prepared to answer questions orally about the test.
6. If all changes are correct, grade will be raised to a minimum of a 70 and a maximum of 75 by adding half the points missed to your original grade. If not passed through corrections, tutorials are mandatory.

***NOTE:*** It is your responsibility to make the corrections in the time allotted. If you do not bring the corrections by the next class, you will be required to call a parent for further discussion. **THIS IS REQUIRED!!!**