

## Instructions for Test Corrections

You have **one week (5 school days)** after you get your graded tests back to **complete test corrections** and turn them in. These instructions tell you how to complete them properly so that **you can get an additional 10 points** (up to 10 %) added to your test grade. **Only if these procedures are followed exactly will you get all 10 extra points.**

1. Use any means (textbook, notes, handouts, quizzes, classmates, internet, Mrs. K) to obtain the correct answer to **all** questions that you missed on the test.
2. Corrections may be typed or hand-written. If hand-written, use lined paper and **blue or black ink** (any color ink, really, except green or red). I will not accept corrections done in pencil. Neatness counts to the extent that if I cannot read your writing, you will not get credit. For those of you with poor penmanship, word processing is your friend. Try it!
3. The correct answers must be in **complete sentences** with the corrected portion of the **answer underlined**. In other words, combine the question and answer into one true statement.
4. You must **skip lines** between answers.
5. Put your name on the corrections and then **staple** your test corrections **to the front** of your original test and turn both in.
6. I will not accept late corrections.
7. Congratulations, you may have just earned one higher letter grade!
8. **Keep these instructions** in your binder all year so you can refer to them each time (or download to your desktop or goliath file).