**RE-DO & CORRECTIONS -- INFORMATION SHEET**

If you are unhappy with your score on an assignment, you have **ONE** opportunity to make corrections in order to receive a higher grade. This is the case on **ANY** classwork, homework, or project assignment. You will receive FULL credit for corrections. Once you have made your corrections, the score that you receive will be your FINAL grade for that particular assignment.

When correcting assignments, it is necessary to do the following:

**1)** Correct the problems you got wrong on a separate sheet of notebook paper, stapled to the original assignment. Number them according to the problems missed.

**2)** Show your work for each of the problems (step-by-step). If no work is required, you **MUST** explain how to obtain the correct answer. Be sure to be VERY specific, and include the rules/information learned. Be resourceful, and use your notes to assist you with this process. If an answer is ‘insufficient’ by the teacher’s standards, you will NOT receive credit for that problem.

**3)** If it is a multiple choice assignment, you must also write the new letter answer (A, B, C, or D).

You are also offered the opportunity to get a higher grade on your tests. However, there are some new procedures in place for doing test corrections. The new requirements are detailed below:

* You will have to stay for tutorial with a teacher (lunch/morning/afternoon/class time) to go over the WRONG answers. This is to make sure you understand why you got the problem wrong and to clear up any misconceptions. You are allowed to stay with other teachers for tutorial, such as Jackson-Howson, Rumph, or Ruder. However, they must email me to let me know you were in attendance and that you went over your test during that time. If you feel like you understand why you got the problems wrong, then you can make the necessary corrections on your own.
* Once you have reviewed your wrong answers, you will be required to complete an Edgenuity test on the same unit concepts in order to replace your test score.
* Since you are not allowed to correct your quizzes, I am willing to also use your Edgenuity score to replace your low quiz grade for that same unit as well.

Should you have any questions or concerns about this process, please feel free to email me: mrainey@atlanta.k12.ga.us or speak to me during class.

Sincerely,

Ms. Rainey