

## ***SUMMATIVE CORRECTION PROCEDURES***

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

***This is OPTIONAL if you scored above 70 and below 85...***

1. On separate sheet of clean notebook paper, correct all answers that did not receive **FULL** credit.
2. For each correction, explain either why you missed this question or why the new answer should be the correct answer using **COMPLETE SENTENCES**. Stating “I don’t know”, “I didn’t study enough”, or any other non-specific response is unacceptable.
3. Show a parent your test and corrections.
4. Have a parent sign their name **NEAR THE GRADE** on your exam/project (not the correction sheet).
5. Return the test with parent signature and corrections **WITHIN 2 CLASS PERIODS**.
6. Be prepared to answer questions orally about the test.
7. If all changes are correct, grade will be raised to a maximum of 75 (85) 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, you will be required to call a parent for further discussion. **THIS IS REQUIRED!!!**