

Instructions for Course Work, Assignments and Corrections

Directions for Paper Headings

Headings should be on all assignments, handouts, and at the beginning of every new section of notes.

Heading should be legible and written at the top of the page or in the upper right hand corner of the page.

Heading should include the following items:

- Student's first and last name
- Class period
- Date
- BIN
- Assignment/handout name if not already provided.

FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN A GRADE DEDUCTION.

Directions for Answering Book Questions

1. Copy question.
2. Skip one line.
3. Answer question correctly using complete sentences and restating question in answer.
4. Skip two lines.
5. Repeat steps 1-4.

Directions for Answering Math Problems

You must show all work on all assignments and assessments to receive full credit.

Please write out each step

- List givens
- List unknown(s)
- Write equation to be used
- Insert known values into equation
 - Make sure you include units at every step
- Solve
- Check for significant figures
- Check for scientific notation
- Double check for proper units
- Circle final answer

Directions for Corrections to Graded Work

Complete the following steps for each point lost or question answered incorrectly on graded work.

1. Choose a different colored writing utensil than you used to complete the assignment or assessment. (1 point per question)
2. Using this different colored writing utensil draw a line or X through the incorrect answer. Do not erase it the wrong answer. (1 point per question)
3. Using your notes, PowerPoint, textbook or alternate resources find the correct answer. Do not guess or copy from a neighbor or friend. This will not help you learn and you are likely to make the same mistake again on another quiz or test.
4. Using your different colored writing utensil provide the correct answer. (1 point for each question)
 - a. If the question was a multiple choice question, using your different colored writing utensil, provide a full explanation on why the correct answer is correct.
 - i. Explain any reasoning or knowledge you would have needed to correctly answer the question.
 - b. If the question was a fill in the blank, short answer, essay, or open response, using your different colored writing utensil, clearly write the correct answer.
 - i. Explain any reasoning or knowledge you would have needed to correctly answer the question.
5. Using your different colored writing utensil provide the location of where you found the correct information. Provide name of BIN and slide number or name of resource and page number. (1 point for each question)
 - a. Example: Slide #15 of Characteristics of Life Notes
6. Remember, making corrections to graded work is a nightly homework assignment and should be completed each evening without a reminder in class. Your corrections may be collected as soon as the following day by Mrs. Averett and your corrections graded for a homework grade. Corrections do not change your original grade. If you want to do better on quizzes and tests I suggest studying more the night before. Corrections will count as a separate, additional grade.