**MATH TEST CORRECTIONS INSTRUCTIONS**

**This explains how to complete your math test corrections. Complete the test corrections to receive back 1⁄2 the points lost on the test or to be allowed to retake the test for full credit.**

Look over your test carefully. Wherever it says minus points, or a problem has an x through the problem number, it means you made an error. Make sure you understand what your error is. If you do not understand your error, you need to come for extra help.

On your Test Corrections Form:

1) Fill in the number of each question that you got wrong, along with the original problem written on the test.

2) Look at your work carefully and figure out what you did wrong.

3) Redo the work correctly in the REDO column. You must **show your work** and **circle your answer**.

4) An explanation of why that answer is incorrect must be provided. Here are examples of what NOT to write--I will not award credit for this type of statement:

* I read the problem wrong.
* I wrote down the wrong answer.
* I don’t know

**Good Explanations would look something like this:**

* I did not follow the order of operations, I should have divided before I added.
* When you add two negative numbers you should keep the negative sign, but I made the number positive.

**\*\*In order to get credit, you must write out all of the work for each problem from beginning to end, NOT JUST what you did wrong on the test. You are proving to me, by showing all your work, that you now know how to get the right answer.**

You should have a separate entry on your Test Correction Sheet every time there is a problem marked wrong, even if you received partial credit.

Work neatly. **Use extra loose leaf paper—copy the format and continue working. Turn in your original test with your Test Corrections. Staple your original test behind your Test Corrections.**

*REMEMBER: The person most responsible for your learning is YOU. If you don’t know how to fix your work, then you don’t completely understand the process and you must seek help in order to adequately prepare for future tests. Please see me for help!*