

## How to Complete Assessment Corrections

1. **PREPARATION:** All assessment corrections must be completed on notebook paper. Write your name and the date in the top right hand corner and label it according to the name of the assessment.
2. **SOLVE AGAIN:** Solve the problem you missed *again*. Show **ALL** of your work—step by step.
3. **FIND YOUR MISTAKE(S):** Look back at your original paper and find your mistake(s). Where was your error the first time? Complete the sentence: My original error was \_\_\_\_\_. “Careless” is not acceptable—find the *specific* error. The following example is acceptable: “My original error was that I multiplied  $3 \times 8$  and correctly answered 24, but I did not carry the 2.”
4. **ORGANIZATION:** Staple your notebook paper on the top of your original assessment *before* you turn it in to the teacher.

