

RETAKE POLICY

RETAKES OF Exam/Quizzes/Performance Test MUST BE DONE **WITHIN TWO WEEKS** of the original assignment date. Students must complete an *error analysis* of the problems that they missed before any retake will be permissible. The corrections format is described below. Retake must be done **during lunch times**. This is an effort to cut down on the students who wait until the very last minute of the grading period to bring up their grades.

The test corrections are in three parts for each incorrect problem.

Put an “**Error Analysis Assignment-Name**” Heading on a piece of graph paper.

- Copy the original problem from the test and solve it correctly.
- Write about the error you made in the original test.
*(I _____ instead of _____.)
- Explain, using correct mathematical vocabulary, how to solve the problem.
*Example: *First, I _____ because _____. Next, I _____ because _____.*
- Do this for **every problem** that you lost points on in the test.
- Staple this to the back of your original test.
- Due **within** the two weeks of the assignment date.
- You may come in **during lunch time** to work on test corrections.

