

## Guidelines for Submitting Practice Work

- At the end of any lesson practice questions will be given. These are designed to get you practicing (hence the clever name) what we have just covered. The purpose of these questions is to make sure any problem areas are identified & to assist the transfer of information from short-term memory to long-term memory (where you want it to be for later quizzes & tests).
- You will submit your practice questions work. To achieve the most success in the course I recommend practice questions be completed and handed within 1 or 2 days of being given. I will accept them later than that but they **will not be accepted after you have completed the unit test**.
- You will assign yourself a score from 1 to 5 on each practice work as per the standards on the back of this page and write that number at the top of the page of work you are submitting along with your name, date, page and question numbers (see example below). You may assign yourself a .5 score if you feel your work is between two of the standards.
- I will look over the work and the number you have assigned to it. If your score is 2 or more higher than my score you will automatically be assigned a 1 for that practice work.
- Practice work with scores of 4 or 5 will be considered complete while practice work with scores of 1 to 3 will be considered incomplete. Any practice work not submitted will be considered NHI (not handed in).
- Practice work will be the basis on which I determine **work habits**. Also, potential test rewrites will only be granted to students with at least a G work habit (along with other factors)
  - E (excellent) – 95% to 100%
  - G (good) - 80% to 94%
  - S (satisfactory) - 65% to 79%
  - N (needs improvement) - 0% to 64%

Sample top of page:

Self assessed score

John Doe	4	September 14, 2020
pg. 42 #1, 3, 5 – 9, 12, 15 – 17		

1	2	3	4	5
<ul style="list-style-type: none"> <li>NOT ALL questions attempted</li> </ul>	<ul style="list-style-type: none"> <li>ALL questions attempted</li> <li>Questions not marked with reference to provided key</li> <li>Help not sought</li> <li>Work is not always readable</li> </ul>	<ul style="list-style-type: none"> <li>ALL questions attempted</li> <li>ALL questions marked with reference to provided key</li> <li>MINORITY (less than half) of mistakes recognized, analyzed, and redone correctly</li> <li>Help sought &amp; received on MINORITY (less than half) of questions needed</li> <li>Work is readable but not always clearly laid out.</li> <li>MINORITY (less than half) of answers are easily found, rounded correctly, and correct units are attached</li> </ul>	<ul style="list-style-type: none"> <li>ALL questions attempted</li> <li>ALL questions marked with reference to provided key</li> <li>MAJORITY (more than half) of mistakes recognized, analyzed, and redone correctly</li> <li>Help sought &amp; received on MAJORITY (more than half) of questions needed</li> <li>Work is MOSTLY neat, spaced out, &amp; the flow of work is understandable</li> <li>MAJORITY (more than half) of answers are easily found, rounded correctly, and correct units are attached</li> </ul>	<ul style="list-style-type: none"> <li>ALL questions attempted</li> <li>ALL questions marked with reference to provided key</li> <li>ALL mistakes recognized, analyzed, and redone correctly</li> <li>Help sought &amp; received on ALL questions needed</li> <li>Work is ALL very neat, spaced out clearly, &amp; the flow of work is easily understandable</li> <li>ALL answers are easily found, rounded correctly, and correct units are attached</li> </ul>

**NOTE: To achieve a certain score ALL of the conditions in that column must be met. Your weakest part dominates your overall score. For example, if everything is at a 5 level except your work is not always readable then your score is a 2.**