

STUDENT MATH HOMEWORK & TEST ADMINISTRATION GUIDELINES

You already have a notion of how to execute your homework & tests, but this is the list of requirements that I expect all homework to adhere to.

- Typical flow of how this math class & HW execution works.
 0. Assumptions:
 - Student has just finished class and received his homework assignments.
 - In class I just taught lessons. For our example, let's say I just taught lessons 50 & 51.
 - I assign HW problems for these two lessons, and possibly a test.
 1. Student completes the even problems in the section called "Problem Set" (in Math 8/7 this section is also known as "Mixed Practice") in lesson 50.
 2. Note: In most cases, student works on even problems in even lessons and odd problems in odd lessons.
 3. Parent grades HW in pencil, marking all answers wrong with an X. For more details on grading, see the grading guidelines in separate attachment.
 4. Student corrects HW.
 5. Parent regrades.
 6. Correction/regrading continues until student has correctly answered all problems. For more information on how much help a parent may give, see "HW Assignments" below.
 7. Parents marks grade at top pages of HW for this lesson as "100"
 8. I call this correction/regrading process "back and forth." I will refer to it from time to time.
 9. If there are some problems the student cannot answer, and the parent does not know how to help, you are welcome to call me between classes for help.
 - 10. DO NOT EVER ALLOW THE STUDENT TO SEE THE ANSWER BOOK. THIS WILL SHORT-CIRCUIT THE LEARNING PROCESS.**
 11. Student completes the odd problems in the "Problem Set" section of lesson 51.
 12. Parent and student continue "back and forth" on this lesson until all answers are correct.
 13. Student takes test, if one was assigned in HW. No parental help is allowed. Closed book, closed notes.
 14. Parent grades test in pen, and immediately records the grade at the top as you would normally. For example, if there were 27 right out of 30, then the student got 90% of the problems right and thus his/her grade would be 90.
 15. Parent and student go "back and forth" until all problems are corrected. Parent may help now as in HW assignments.
 16. Grade at top of test is the original grade. Unlike HW, do not change grade to "100" even when student corrects all problems.

17. Parent scans in test and emails it to me. Alternately, the parent may take an iPhone or Android picture (in strong light!) and text it to me. While sending a test copy is always desired, I especially require it when test grade is below 80.
18. Student watches DIVE online lesson for the next lessons, 52 & 53 if that lesson is live. These are the same lessons that I will teach in class. If the new lesson is recorded, the student does not have to watch the DIVE
19. Students must complete the section called "Practice Problems" (in Math 8/7 this is known as "Lesson Practice" or "Practice Set") for lessons 52 & 53.
20. The parent should NOT go "back and forth" on practice problems. I want to know what the student understands, not what he can correct.
21. Student brings his practice problems to class.
22. Note: It is ok if student cannot answer practice problems, but I want him to try them. Any correct answers count as bonus points on the next test.
23. Student attends class where I teach lessons 52 & 53.

- HW Assignments:

- Student must complete all homework assignments on time.
- Late turn-ins will result in penalties.
- Problem sets must be graded by parent/sibling.
- Student goes "back and forth" with grader until all problems are corrected.
- If student cannot complete some of the problems, he must call me before class. We do not have time to go over much HW in class.
- Student is expected to achieve 100% on each HW assignment.
- Student must watch the DIVE online lesson for the next set of lessons that will be taught in class if the next class is live.
- Parent may give as much help on HW assignment as necessary, except that the student must be the one to actually write down the work.
- I strongly recommend that student complete one HW assignment, and then perform the "back and forth" on that assignment before continuing on to next assignment. That way he will (hopefully) not make the same mistake in latter assignments that he makes in earlier ones.

- Tests:

- Student must complete all tests on time.
- Late turn-ins will result in penalties.
- Unlike HW assignments, on first pass of test, NO HELP FROM ANYONE ELSE IS ALLOWED. DO NOT EXPLAIN PROBLEMS NOR HELP WITH ANSWERS. BOTH THE STUDENT'S ABILITY TO UNDERSTAND THE QUESTION AND COMPUTE THE ANSWER IS BEING MEASURED.
- I strongly recommend executing all HW assignments before tests. This will give the student the maximum amount of practice before taking the test.

- When computing answers in lessons and tests:
 - Remember, paper is cheap! Use lots of paper and leave space for corrections RIGHT NEXT TO PROBLEM. That is, do answers down left side of paper, leaving space on right side to put corrections.
 - Leave at least one blank line between problems.
 - When problem is normal algebraic one, you must write the problem down exactly as it appears in the book, then solve it.
 - If you are working on a word problem, you do not have to write the word problem itself, just the solution.
 - You must show all work. I want to see how you got from each step to the next step. Do NOT simply write the answer unless the problem is ridiculously simple.
 - If problem contains units, you must include units in the answer, and in all the work that leads up to the answer.
 - Circle your answer so that it is easily findable by the grader.
- When correcting HW answers:
 - You may erase your original answer and replace it with the new answer.
 - Parent is allowed to help student at any time.
- When correcting test answers:
 - After test has been graded, then parent is allowed to help student fix all incorrect problems.
 - Do NOT erase any incorrect answers.
 - If there's room, simply mark through them with a stroke and correct them in the space you should have left open next to your original attempt. It is important on the tests for me to see how the student tried to do the work on his own.
 - If there's no room for corrections next to original problem, then write test corrections on separate sheet.
- Extra lessons for Math 87 only:
 - Investigations:
 - For each lesson the "Practice Problems" (also known as "Practice Set") section and "Problem Set" section are in the text book where you would expect it, associated with each lesson. Additionally, every 10 lessons there is a special kind of lesson in the textbook called an "Investigation." Since there are 120 lessons, there are 12 "Investigations." These are executed differently than normal lessons.
 - The "Investigations" are supposed to be student-directed in the sense that I do not teach these lessons; these lessons "teach" the student directly. They are given explicit instructions as to what to do.

- Sometimes I may go over parts of these “Investigations” during class, but there may be other times that I will not.
 - Sometimes the “Investigation” will ask the student to use “Activity Sheets.” These are found in the “Tests and Worksheets” book. For example, Investigation 1 (page 66 of the textbook) requires activity sheets found on page 27 of “Tests and Worksheets” book.
 - Have your child simply do what the book says. At various points along the way, they will be given problems to solve. Grade those as you normally would. That is, mark wrong what the student originally got wrong, have him correct it, and keep up the “back and forth” process until he gets 100% correct. This last grade will be the one that you will report to me (the method to report it is in a later email).
 - If your child has trouble executing the steps given by the “Investigation,” you may help them yourself or have the contact me during office hours (or other time we schedule).
- Fact Practice Tests
- There are a total of 23 unique “Fact Practice Tests” (FPTs, named A – W) that the teacher might find helpful for his student. These should not be confused with the normal “Tests” that the student will execute as described above. They are extra problems assigned for some lessons and tests.
 - These are optional and are not actually listed in any assignment page. However, if the student is shaky on some of the skills, the teacher might assign some of these to be done.
 - As the student does this each lesson, his ability to recognize simple operations in math should increase and he should be able to do these without having to laboriously figure them out. When these skills come automatically, it allows him to focus his concentration on the lesson at hand and not have to divert himself to more basic math.
 - These FPTs are also found in the “Tests and Worksheets” manual.