READY TO TAKE A CHECKPOINT QUIZ?

Checkpoint quizzes can only be taken after you have achieved at least a 90% on all homework assignments within that MOD, including the Checkpoint Prep (see below for more information on Checkpoint Prep).

1. Remember – You MUST get at least an 80% on your Checkpoint Quiz to move on to the next homework assignment.
2. Checkpoint Preps and Checkpoint Quizzes are **NOT** proctored and **CAN** be taken outside of class.

**Checkpoint Prep (Also for Quiz Preps/Test Preps)**

*Note: All work for Checkpoint Preps & Quizzes and Quiz & Test Preps MUST be completed with all work shown on the yellow pages provided in the Note-Taking Guide.*

1. Before taking your quiz, you MUST complete (with at least a 90%) the Checkpoint Prep. The

 Checkpoint Prep is designed to review key concepts from the MOD. Although the Checkpoint Prep is

 a good review of the MOD, it does not necessarily cover ALL concepts on your quiz. There may be

 questions/concepts on your quiz that are not on your Checkpoint Prep. Keep this in mind as you

 study for your quiz (see below).

2. Locate and study your notes for the MOD your Checkpoint Prep is on from the “Notes” section of

 your notebook. For example, if you are preparing to take the MOD 1 Checkpoint Quiz in Math 011,

 you should study your notes for Sections 1.2, 1.3, 1.4, 1.5 & 1.6.

3. Locate and study your Homework Assignments for the sections on your Checkpoint Prep from the

 “Homework” section of your notebook. For example, if you are preparing to take the MOD 1

 Checkpoint Quiz in Math 011, you should study your homework assignments for Sections 1.2, 1.3,

 1.4, 1.5 & 1.6.

4. Remove the yellow Checkpoint Prep pages from your Note-Taking Guide for the MOD you are

 working on. You will use these pages to complete the Checkpoint Prep. Complete the Checkpoint

 Prep following the steps outlined in the "*Ready to Start a Homework Assignment*?" handout.

 **Note: ALL Preps have NO “Help” features! You are to rely SOLELY on your Notes and Homework**

 **Assignments.**

 You will still be able to use the Similar Exercise feature to redo any problem you get incorrect, in order

 to obtain at least a 90%.

5. While working through the Checkpoint Prep, make notations on problems where you get stuck or

 confused. At the end of the Checkpoint Prep, spend time reviewing these concepts before taking

 your quiz. If necessary, go back to the textbook, videos, and power-points, as needed, to take

 additional notes on areas of confusion.

 **As always, if you are stuck and have used all available resources, ask me for help before you take**

 **your quiz!**

6. Place each Checkpoint Prep in sequential order in the “*Preps & Checkpoint Quizzes*” section of your

 notebook.

**Checkpoint Quiz**

*\*\*You should use the Checkpoint Quiz as a mini-test. Complete the Checkpoint Quiz without using any of your notes. This will help you determine any areas of confusion or weakness where you need more practice.*

1. Locate your notes for the MOD your quiz is on from the “Notes & Homework” section of your

 notebook. **Review/study these notes before taking your quiz!**

2. Locate your homework assignments for the sections on your quiz from the “Notes & Homework”

 section of your notebook. **Review/study these homework assignments, including hints/tips you**

 **recorded, before taking your quiz!**

3. Locate your Checkpoint Prep Homework Assignment, found in the “Checkpoint Quizzes” section of

 your notebook, for the Checkpoint Quiz you are about to take. **Review/study this Checkpoint Prep**

 **before taking your quiz!**

4. When you feel prepared to take your quiz, remove the yellow Checkpoint Quiz pages from your Note-

 Taking Guide for the quiz you are about to take. You will use these pages to complete the Checkpoint

 Quiz.

5. At the top of the first yellow page, write “M\_\_: Quiz\_\_ – Attempt #\_\_”

For example, if you are about to begin the Quiz titled “M1: Quiz 1” for the FIRST time, the top of your page should look as follows:

 **M1: Quiz 1 – Attempt #1**

*Note: If you need to take your quiz more than one time, you will have the same heading but Attempt #2 (or #3, #4, etc). You may use additional pages if necessary.*

6. Begin your quiz. As with the homework assignments, copy down the entire question, show all work

 involved in solving the problem, and write down you answer. Remember, **when solving each**

 **problem, you are *expected* to show *ALL* work!**

 *Note: When taking a quiz, you will not know if you got a question correct or incorrect until you submit*

 *the quiz at the end. Be sure you review each question carefully, and check you have entered all*

 *answers in My Math Lab correctly from your Quiz paper.*

7. When you are ready, click “Submit” to see your grade.

* If you received a 100%, fantastic! You have passed and can move on to the next homework assignment.
* If you got any questions incorrect, click “**Review Quiz**” to review the questions you got incorrect. When you review the quiz, you will notice you will now have access to the "Help" features. Use these features, your Quiz paper, and your notes to determine why you got the problem incorrect. Re-work the problem until you get it correct. Make reminders/tips on how to avoid making the same mistake again. **If you have any questions on the problems you got incorrect after trying to re-work them, please ask me! This is what I am here for!**

\*\*You need to get at least an 80% on each Checkpoint Quiz. If you did not get at least an 80%, you will need to take the Checkpoint Quiz over again. If you received at least an 80% and wish to retake the quiz to obtain a higher score, go for it! Only your highest quiz score counts in your overall average.

8. Once you have reviewed your quiz and made the appropriate corrections, review your notes,

 homework assignments, and Checkpoint Prep for the MOD again. If you feel your notes are

 inadequate, go back to the textbook, videos, and power-points, as needed, to fill in any gaps in your

 notes.

9. Begin your next attempt on the quiz following Steps #4 – 7.

10. Put the Yellow Note-Taking Guide paper with Checkpoint Quiz attempts (and Checkpoint Preps) in

 sequential order in the *“Checkpoint”* section of your binder.

 *Note: You can start and stop Checkpoint Quizzes as often as you like. If you start a quiz and wish to*

 *finish at a later time, simply “x” out of the window (don’t hit submit!). Your answers will be saved*

 *when you return to finish it.*