



# Test Correction Procedures

*For students who would like to take advantage of test corrections.*

**Drop-in tutoring for various subjects and classes is available in our center:**

Monday - Thursday from 10 AM to 10 PM  
Fridays from 10 AM - 5 PM  
Sundays from 7 - 10 PM

**We strongly encourage you to visit the tutoring center BEFORE the test.**

**[Our tutor schedule \(including subjects tutored\) is available on our website.](#)**

## Procedure:

- Test Corrections are offered from 3 PM - Close.
- Test Corrections completed outside these hours are allowed based on tutor availability.

*NOTE: We strongly encourage you to come early, the days leading up to test correction due dates will be VERY busy. Although we try to manage this demand, you may experience longer than average wait times.*

### **ON YOUR OWN:**

1. Receive your graded test back from your instructor.
2. Pick up a Test Correction cover sheet at the OSL or download one [here](#).
3. All corrections must be made on a clean sheet of paper.
4. Complete the top of the cover sheet and begin working on any missed problems.

### **AT THE OSL:**

1. Arrive at the OSL and sign-in, selecting Test Corrections and the level of help you need.
2. Go to the designated area:
  - a. **Blue** = My test corrections are complete, I need a tutor signature
  - b. **Red** = I'm still working on my test corrections, I need tutor assistance
3. Tutors will sign-off on each corrected problem individually, to receive a final signature ALL missed questions must be corrected.
4. Return the completed cover sheet to your instructor for credit.

*Your instructor may require that you also turn in your original test, corrections, and coversheet. Check with your instructor or Teaching Assistant for their preference.*