



Test Correction Procedures

For all OSL tutors who complete test corrections.

Procedure:

- Test Corrections are offered from 3 PM - Close.
- Test Corrections completed outside these hours are allowed at your discretion, homework and study help comes first.

NOTE: Check WhentoWork to see your assigned area (Red/Blue) for test corrections. We expect you to adjust based on demand. Red and Blue areas will be designated using table signs.

STUDENT RESPONSIBILITIES:

1. Sign-in (go to designated area based on level of assistance needed)
2. Complete the top of the cover sheet and begin working on any missed problems on a clean sheet of paper.

TUTOR RESPONSIBILITIES:

This procedure is based on ideal staffing levels. OSL staff will make every effort to ensure adequate staffing, however, if the center is understaffed all tutors are expected to assist students in the order that they've arrived and to complete all functions to the best of their ability.

Arrive and check in with other tutors, go to assigned area (Red/Blue).

1. **Red** = Tutoring (incomplete corrections)
 - a. Assist students with questions related to their test corrections.
 - b. Sign-off on problems as they are corrected.
 - c. Refer students to **Blue** area for final check and signature.
2. **Blue** = Check & Signature (complete corrections)
 - a. Review student corrections, all corrections should be initialed by a tutor
 - b. If corrections are complete:
 - i. Initial each corrected problem or verify tutor initials
 - ii. Sign and date test correction cover sheet.
 - c. If corrections are incorrect/incomplete:
 - i. Explain that their corrections are incomplete/incorrect
 - ii. Refer them back to **Red** area for assistance.

IMPORTANT: If you believe the test key is incorrect, please have at least one other tutor check it. If you find that the key is incorrect, email the instructor and copy OSL staff (osl@nmt.edu) and respectfully inform the instructor of the error and request an updated key. Inform students that you are unable to sign-off on that problem until an updated key is submitted to the OSL.