**TEST REMEDIATION FOR BIOLOGY AND CHEMISTRY**

Students who make below a 70 on a Unit Exam now have an opportunity to improve their test scores. ‘Grade Repair’ remediation, offered through the ‘Grad Point’ program, will be offered in the Media Center on **Mondays and Tuesdays from 3:35 PM– 4:45 PM** and on **Wednesdays and Thursdays from 7:15 AM- 8:15 AM.**

**Procedures the student MUST follow to qualify for this opportunity:**

1- Within 48 hours of receiving a test score, the student must notify me **by email** *(no exceptions!)* at susan.phillips@cobbk12.org.

2- I will email you back within 24 hours and tell you the lessons and the name of the post test that must be completed *(\*if a student emails me after 12:00 PM Friday, or during a weekend/holiday/inclement weather day, etc., I’ll reply on the first day we’re back in school)*. I will forward my reply to Jacqueline.Escott@cobbk12.org, the Grade Repair Coordinator in the Media Center.

3- The student will then report to Ms. Escott in the Media Center, during one of the days and times posted above. She will give you log-in information and she will also give you instructions for the specific lessons and explain procedures for the Post-Test that must be completed.

4- The lessons can be rather lengthy, so you may complete those on-line at home, if preferred. However, the Post-Test must be completed under her supervision in the Media Center. Ms. Escott will email me weekly reports, regarding your progress.

5- For Units 3-9, the lessons and Post-Test **MUST BE COMPLETED WITHIN 2 WEEKS OF MY REPLY TO YOUR EMAIL**. Ms. Escott will also have that information, so that there are no misunderstandings. Remember, the Media Center offers this student service on Monday- Thursday each week, ***so taking the Post-Test on a Friday IS NOT AN OPTION***. **Thursday is the last day of the week you can take a Post-Test!**  I’d advise you to write the date down or put it in a calendar on your phone/computer.

\***Please note**: If you choose to do Grade Repair for previous Units (1 & 2), you must email me by **9:00 PM on Monday, 2/26/18** and the **deadline** for completing the lessons & taking the Post-Test is **MONDAY, MARCH 12th**.

6- Again, I want to make sure you understand that you must complete ALL lessons in the given time frame, or you will **not** be given the opportunity to take the on-line test. Ms. Escott will give you a firm deadline, so make sure you write down the date! Also, put her email address in your phone or write it down somewhere that you will remember.

I hope you’ll take advantage of this opportunity. Not only is it a way to improve a low test score, but it will help you to prepare for the EOC!

Mrs. Phillips