**How to Request a Re-Assessment**

1. Carefully correct your original assessment.
   1. Make sure to show all the required calculations, even for multiple choice/matching questions.
   2. If the question required a written explanation, explain why your original explanation is wrong and/or re-write your answer so that is clear that you understand why your original response was not correct.
2. Hand in your corrected paper to Ms. Horng and allow at least two school days for her to check your corrections.
3. See Ms. Horng to discuss your corrections and to arrange a day and time to write the re-assessment.