

## Policy for Take Home Test/Quiz

Dear Parents,

Our time with your children is so precious at Trinity that we often prefer to send tests/quizzes home so we can spend more time on lectures and allow for the student to interact in class.

Listed below is the procedure we would like for you to follow when your student takes a home test/quiz.

1. Administer the test with your student, and make sure your student is prepared and well rested.
2. Find a quiet place in your home with little or no distractions.
3. Remove all books and notes unless allowed by the teacher.
4. Be available to assist your student with directions and help them comprehend the questions without giving the answer.
5. After your student has completed the test to the best of their ability, it needs to be signed and dated by both you and your student so the teacher knows that you administered the test.
6. If by chance the test or quiz is not turned in promptly as requested by the teacher, the student will automatically lose 10 points per class day that it is late.

Please go over with your student(s) and both sign this form below stating that you understand and agree to the above instructions. Once completed, drop off the bottom portion of this paper in Nicole Givens' box upstairs next to the large copy machine and keep this top portion for your records.

Thank you so very much,

Nicole Givens

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I, \_\_\_\_\_ have read and understand the Procedure of the Home  
Print Name (Parent)  
Test/Quiz and I will follow the instructions to the best of my ability.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date