

HOW TO DO A PACE

Instruction to Parents:

- When paces are received, **remove the tests** from the center of each one **and the Test Key** from the center of the Score Keys. Put in a secure place until the tests are to be taken.
- Issue the first pace in each subject to your child by putting their name and current date on the front cover.
- Help your child determine when they should complete their paces. Remember in a 9 week period 3 paces should be completed in each subject. If there are 5 subjects, your child should complete 15 tests per quarter or approximately 1½ paces per week. Some children will work faster and others slower according to their abilities and long range goals.

Instruction for Student:

1. The student should **set goals** as to how many pages will be completed each day (5 pages per subject is the average). If the work is easy more pages can be set, if difficult, less can be set according to the student's abilities.
2. Read the first page of the pace to learn what it contains and go over any new vocabulary.
3. Read and follow instructions as you work along.
 - a. Fill in all answers **in pencil** as you come to them.
 - b. When you reach a **Check-Up**, take the Score Key and **score all your work that comes before it**. Use a **red pen** and put an X beside wrong answers.
 - c. Reread any material necessary to find the correct answer. Erase the wrong answer and put in the correct one.
 - d. Use the score key to re-correct. Circle the X with the red pen which indicates the answer is now correct.
4. Look over the **Check-Up** (which is a quiz). Have parent initial the Check-Up. Take it without looking back. When finished, you will find the answers in the Score Key. Follow procedures in step #3 to score and correct wrong answers on the Check-Up.
5. Continue working in the pace. Follow procedures in step 3 and 4 until you reach the Self Test at the end of the pace.
6. Look over the **Self Test**, make sure you know it. Have parent initial the Self Test. **Take the Self Test without looking back**. Score it. Answers are in the Score Key. You must make 80% on the Self-Test or you will have to study and re-take it. Follow the same correction procedures as step #3.
7. Study the Self-Test and Check Ups carefully to prepare yourself for the final test.
8. Turn the pace in to your parent.
9. The test is to be taken in the presence of the parent on the following day. **Use a pencil**.
10. **80% is required to pass**. If a lesser score is received, the child must restudy and retake the test.
11. **When scoring tests always subtract incorrect points from 100%.**

PARENT - When completed keep passed tests in a safe place to be sent in with the report form on a quarterly basis. If using a Star Chart, give your child a star when a test is passed. Put on the proper week taken.