

Name:	
J#:	Team:
Date:	

Office Form (\triangle)

Standard:	Instructions: Complete this form to be given the opportunity to attempt a new exercise for the designated standard during Wednesday office hours.	Mark:
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Mark all that apply.

- I have attempted this standard before.** I received a mark of \triangle or better on a previous Mastery Quiz.
- I am coming to class prepared.** I scored at least 70% on the individual readiness assurance test (iRAT) for the most recent module, or I have reviewed all the readiness assurance resources for the module since the iRAT.
- I have been participating in class.** I have been present and attentive in class for the last three class days, or my tardiness/absences have been for excusable reasons.
- My team has been participating in class.** My team has satisfactorily participated in all class assignments for the past three class days, such as:
 - any team readiness assurance tests
 - activities completed on the whiteboard (not individual notes) and uploaded to Google Drive
- I have completed at least three homework exercises relevant to this standard, written on or attached to this form.** These exercises may be from any source, such as the textbook, internet, or old quizzes, as long as they demonstrate understanding of the relevant standard.

If you meet all these requirements, bring this form to the instructor's **Wednesday office hours**. If the attached exercises have been worked correctly, you will be given a new exercise to complete, which will be marked immediately. **If you receive a \checkmark , you must wait a week before attempting this standard again in office hours or on a quiz.**