

Home Grading General Guidelines

1. Make sure your child's name and starting/ending time are filled in.
2. Use a red/blue/black pen for grading.
3. Use a provided answer book for levels 2A and higher in Reading, and 3A and higher in Math.
4. After grading, let your child make corrections and then check again.
5. Any corrections they don't know how to fix, please have them ask the instructor.

How to grade the worksheets

1. If a side has no errors, draw a big circle on that side.
2. Indicate incorrect answers with a "✓" or "✗" over the number of the problem.
3. For Reading: Indicate answers with partial errors in spelling, punctuation or capitalization with a "△" over the number of the problem.
4. Add up all the incorrect/skipped/incomplete answers from the front and back sides of the worksheet and circle the percentage on the grading scale located on the front side of every page that corresponds to the total number of mistakes.
5. Fill in the percentages into the stamped grid on the first page (see below).
6. Have your child make the corrections. When your child corrects a problem correctly, place a (✓) circle around the mark to indicate that the problem has been corrected. Errors should be corrected until the pack is all correct unless there are questions the student needs help on.

Total time (in min.) that it took student to complete the work

90	80	100	69	70
9				

These should be left blank.

Percentages for each worksheet. Some students may have less than 5 pages, so fill accordingly.

Please contact us if there are any questions.

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