

Name:	
J#:	Team:
Date:	

Office Form

Standard:		Mark:

Mark all that apply.

- ☐ **I have attempted this standard before.** You have received a mark of \triangle or better on a previous Mastery Quiz for this standard.
- ☐ **I am active in the course.** You have satisfied all the criteria outlined on the syllabus to be considered an Active student.
- ☐ **This standard will not be included on a Mastery Quiz today.** Two mastery checkmarks cannot be earned for the same standard on the same day.
- ☐ **This is my first, second, or third Office Form for the week.** You may not submit more than three Office Forms each week.
- ☐ **I have completed at least two old quiz exercises relevant to this standard.** You have written these complete solutions on this form, or attached the solutions to this form. Both exercises must have been assigned to you personally on a previous mastery quiz.

If you meet all these requirements, bring this form to the instructor's office hours. If the attached exercises have been worked correctly, you will be given a new exercise to complete in the office, which will be marked immediately for credit.

Name:	
J#:	Team:
Date:	

Office Form

Standard:		Mark:
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Mark all that apply.

- ☐ **I have attempted this standard before.** You have received a mark of A or better on a previous Mastery Quiz for this standard.
- ☐ **I am active in the course.** You have satisfied all the criteria outlined on the syllabus to be considered an Active student.
- ☐ **This standard will not be included on a Mastery Quiz today.** Two mastery checkmarks cannot be earned for the same standard on the same day.
- ☐ **I have previously submitted no more than two Office Forms this week.** You may not submit more than three Office Forms each week.
- ☐ **I have completed at least two old quiz exercises relevant to this standard.** You have written these complete solutions on this form, or attached the solutions to this form. Both exercises must have been assigned to you personally on a previous mastery quiz.

If you meet all these requirements, bring this form to the instructor's office hours. If the attached exercises have been worked correctly, you will be given a new exercise to complete in the office, which will be marked immediately for credit.