A Distance Learning School
Sonoran Desert Institute
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PLEASE TAKE A MOMENT TO READ ABOUT YOUR LESSON AND KIT EXAMINATIONS

As you progress through your Sonoran Desert Institute training, communication between you and your Sonoran Desert Institute instructors is essential. Your instructors need feedback from you to be sure you've mastered important concepts. And you need feedback from your instructors so you can feel confident in your new knowledge and skills.

This special instructor-student relationship supports Sonoran Desert Institute's commitment to you — with the very best career training available. As part of this commitment, we use a special lesson answer form designed to give you fast and accurate grading service. Please follow the instructions on the reverse side of this page so you can complete your lesson answer forms properly.

Our lesson grading system is designed to maximize your efforts, too. Prompt grading and immediate return of your lesson answers will significantly improve your retention of the material you've studied. At the same time, by identifying immediately any areas where you need assistance, you'll be better prepared to get any help you may need from your Sonoran Desert Institute instructor.

Enclosed in this package are enough answer forms to get you started. We will send you additional forms as you progress through the course. To ensure prompt grading of your lessons and kits, use your lesson answer forms for examination answers only. If you have comments or questions for your instructor, write them on the "Ask your instructor" forms also provided in this package or use a separate sheet of paper. Remember to write your name and student number on every piece of correspondence you send to us. In addition, be sure to return your answer forms in the special envelopes marked "Important Report." Again, to speed the grading process, please do not enclose other correspondence in these envelopes.

For every examination you submit, you'll receive a helpful written response from your instructor, which will include your grade, indicate which questions you answered incorrectly (if there are any!), and review the important points covered in your lesson or assignment. You'll find these responses a valuable resource that you'll refer to throughout your course, and even after you graduate.

Please review the instructions on the back of this letter so that your examination grading can be handled quickly and efficiently. If you have any questions about how to complete your answer forms, please let us know. We'll be happy to assist you.

Sincerely yours,

The Instruction Staff

Instructions for Completing the Lesson Answer Form

General Information

- Use a soft pencil (No. 1 or No. 2).
- If you make a mistake, erase the mistake completely. If you cannot erase it entirely, code a new Lesson Answer Form.
- Complete a separate Lesson Answer Form for each lesson.
- For many lessons, there are more spaces for lesson answers on the Lesson Answer Form than there are questions. For example, this lesson has only 10 questions, but there is space on the Lesson Answer Form for 50 responses. Leave spaces numbered 11-50 blank.
- If your lesson number has only three digits, such as 101, add a zero in front of the number to make it 0101.
- Do not write any questions, staple, or make any other marks on your Lesson Answer Form. If you have questions for your Instructor, use an "Ask Your Instructor" Form or separate sheet of paper. Be sure to write your name, address, and student number on any separate correspondence.
- Send in the Lesson Answer Form with your answers in the envelope provided as soon as you complete your lesson. Some lessons trigger more study materials to be sent. You may run out of study material if you do not send your answers to us promptly.

Marking the Lesson Answer Form.

1. *Print your name* at the top of your Lesson Answer Form.
2. *Print your student number and your lesson number* in the boxes provided. The lesson number is always listed on the first page of your lesson questions.
3. *Fill in the circles beneath the student number and lesson number* to correspond to the number directly above it. Mark only one circle in each vertical column. Fill in the circles completely.
4. *Mark the circle corresponding to your choice* (A, B, C, or D) *for the correct answer for each question.* There will always be only one correct answer for each question. Fill in the circles completely. Make sure you have marked an answer for each question in the lesson.

   Completely erase any mistakes.

Example

The following *example* shows a lesson form marked for John Smith, Student number XY01237894. The lesson is 107 and the choices for questions 1 through 5 are CBADA.

