

CHANGE IDEA GUIDE

Make-Up Day

Structured time in class for students to work on and submit incomplete or missing assignments without penalty.

HOW IT WORKS

KEY ELEMENTS

Provide students with recommended assignments to work on

Protected class time to work on assignments

Accept missing work for full credit

Enrichment activities for students with no missing work

Teacher looks carefully at own grade book and patterns of assignment completion

INTENDED IMPACTS

Help students prioritize work with biggest immediate impact on their learning and grade

Ensure access to this opportunity for all students

Convey that students should not give up and that catching up is possible

Illustrate the rewards of finishing work on time

Prompt reflection and discussion around what is being assigned and why

PROCESS

SET-UP

Identify Assignments & Date

Identify the assignments most frequently missed using the grade book. Set a date for Make-Up Day.

Plan for Class Time

Create a plan for students who do not have incomplete work. Invite them to peer tutor or provide enrichment activities.

Record Baseline

Identify the number of D/Fs in each class period before the make-up day is held.

AFTER MAKE-UP DAY

Grade & Return Work

Enter grades into the grade book as soon as possible. Share with students how their grade has changed as a result of completing the work.

Reflect on Impact

Compare the number of D/Fs to the baseline. Reflect on what worked and didn't in order to improve for next time.



QUALITY CRITERIA

To ensure quality, be sure to:

- ☐ Update all grades before the Make-Up Day
- ☐ Identify assignments to be completed
- ☐ Schedule during a class period
- ☐ Grade submitted assignments for full credit

HOW TO SCHEDULE

To schedule Make-Up Day, identify strategic moments during the marking period for students to catch up on missing/incomplete assignments. This practice can be used as often as once per week.

TIPS FOR SUCCESSFUL IMPLEMENTATION



Set expectations about how the time is to be used during the class period.



Some schools have created a locally-meaningful name for this practice, such as “Catch-Up Day,” “Ketchup Day,” or “Bison Time”



Inform students of how many assignments are missing/incomplete and the impact it has on their grades.

MEASUREMENT

DATA COLLECTION STRATEGY

The morning of Make-Up Day, export or take a screenshot of the gradebook to create a list of students who had a D/F prior to Make-Up Day. Throughout the day, mark up the list to indicate which students submitted assignments and whose grade improved.

SUGGESTED MEASURES

- # of students with a D/F pre and post use of Make-Up Day
- % of total D/Fs improved to a passing grade each Make-Up Day
- # of students with a D/F who successfully submitted an assignment during Make-Up Day

SUPPORTING MATERIALS

[Training Slide Deck](#)

[Data Collection Sheet](#)