

# Numeric Entry Accuracy Checklist

## Systematic Verification for Error-Free Answer Entry

### Before Calculation:

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- Read question completely twice
- Identify exactly what's being requested
- Note required answer format (decimal, fraction, or either)
- Identify given information and constraints

### During Calculation:

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- Write all intermediate steps (don't rely on mental math)
- Maintain precision (don't round intermediate values)
- Track negative signs carefully (use parentheses)
- Verify operation selection (add vs. multiply, etc.)
- Keep units consistent throughout

### After Calculation:

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- Check magnitude reasonableness (does answer make sense?)
- Verify unit correctness (square meters vs. meters, etc.)
- Simplify fractions to lowest terms if applicable
- Confirm decimal precision meets requirements
- Substitute answer back into problem to verify if time permits

### Common Errors to Avoid:

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- Entering intermediate value instead of final answer requested
- Sign errors with negative numbers
- Decimal point placement mistakes

- Confusing similar operations (20% of vs. 20% more than)
- Unit confusion (area units vs. length units)