

## **Redo/Retake Guidelines**

Grades 6 – 12

Approved Monday, January 23, 2017

### **Guidelines for Student Redos and Retakes:**

- Students may redo/retake an assignment/test as specified by the guidelines below and described in detail in their teachers' class expectations to be distributed to students at the beginning of the year.
- Parents will sign-off signifying that they have seen the class expectations.
- Redos/retakes may be granted no matter the original grade on the initial assignment. (It is understood that the student must have actually completed the assignment originally in order to redo or retest.)
- Students may redo/retake an assignment/test once. However, based on teacher discretion, additional retakes may be offered to a student.
- Students who wish to request to redo/retake an assignment/test must schedule a time to conference with their teacher within one week of the date the assignment/test was returned and/or feedback was received.
- Prior to the conference, the student must complete a redo/retake form provided by the teacher.
- In order for the student to complete the form, the teacher will provide to the student the assignment/test or share specific performance information for use in developing a plan.
- In an effort to maintain open lines of communication between the teacher, student and parent, a parent signature is required on the redo/retake form.
- At the conference, the student must review his/her completed redo/retake form provided by the teacher. This form will require the student to demonstrate evidence of reviewing their original assessment. The student must also share what he/she plans to do, such as attend extra-help, complete targeted assignments, etc. in order to qualify and be prepared for the retake/retest.
- If approved, the student must complete the redo/retake of the assignment/test by a mutually agreed upon date with the teacher.
- Approval is granted at teacher discretion based on a student's adherence to the parameters and guidelines, demonstration of readiness, and good standing as determined by habits of work indicators.
- This protocol does not apply to midterm and final exams.
- It is not necessary for students to demonstrate skills and content knowledge that they have previously attained on the original assignment. For example, a writing assignment would probably require the entire response to be redone while a summative assessment would provide opportunity for students to improve on specific areas of weakness.

### **Impact of Redoes and Retakes on Final Grade:**

- The higher score will prevail on the retake/redo of the assignment/test.

### **Number of Assignments per Marking Period:**

- Teachers should record a minimum of nine grades (tests, quizzes, projects, etc.) distributed throughout the marking period. These grades must be included in the calculation of the marking period average.

**NOTE** - Variations to the guidelines are allowed if approved and supported by building administration. All guidelines and procedures of the redo/retake policy are to be shared with parents and students in class expectations.