Retake Requirements:

Retakes may be given throughout the year ***at teacher discretion***. In order to retake an assessment at any point throughout the year, a few requirements must be met.

First of all, it is important that you relearn the material before reassessing. With this in mind, the following is the retake process you will be required to complete.

1. You have ***one week*** from the time your original assessment grade is posted to retake the assessment if needed.
2. You must fill out a “Request to Retest” form and schedule a day and time ***before or after school*** to retake.

Before retaking:

1. You will attend a review session where you will go over your original test ***with me*** and reflect on what you missed from each section. For each question missed, you will reflect on the type of mistake you made.
	1. Silly mistake- wrote the wrong number, didn’t follow directions
	2. Math mistake- didn’t add, subtract, multiply or divide correctly
	3. Process mistake- didn’t follow math rules or properties, used the wrong formula, didn’t complete all steps, didn’t show thinking

Rework problems where needed.

1. After reviewing with me and reworking problems on your old test, you will need to complete practice problems, review formulas and vocabulary, or anything else you may need to on your own over the specific sections that you missed questions from.
2. When you come in for your scheduled retake, please have all materials and activities that you completed in your efforts to relearn the content ready to turn in with your “Request to Retest” form.

Keep in mind that this policy is dependent on your effort level and behavior in class. It is designed to help you, but is an opportunity that can be revoked should you choose to abuse the privilege.