

## Secondary Redo/Retake/Reassessment Policies and Procedures

No redos/retakes/reassessments will be offered during the final week of the semester.

Students may reassess on essential standards, aside from the semester final, until a week before the end of the semester, **however the initial conversation regarding reassessment must be started within 1 week of receiving the initial graded assessment.**

The reassessment process must be completed by 1 week prior to the end of semester.

- To be eligible for reassessment, a student must redo homework and/or complete relearning activities after conferencing with their teacher and filling out the redo/retake form.
- You can reassess up to three times on an essential standard at the teacher discretion.

When a student wants to reassess on an essential standard, here are some possible activities to do with them:

- Tutoring session at a mutually agreed upon time
- Go through low-scoring pieces of evidence with them and discuss how to do better
- Redo or turn in missing practice and evidence
- Give alternate assessments/assignments
- Assess only learning targets they need to be reassessed on
- Give alternate forms of learning the material (YouTube video, Khan Academy, another teacher, a different level of reading complexity over your concept).

## Secondary Redo/Retake/Reassessment Form

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Class/Period: \_\_\_\_\_

Teacher: \_\_\_\_\_

**\*Student must initiate the reassessment conversation with a teacher within 1 week of the graded assessment being given back to the student.**

### Information:

Which standard or learning target do you wish to reassess on?

What is your current score for this standard?

Explanation for current score (What areas do you need to improve?):

What do you believe your score can be? And why?

What activities will you do prior to retake to relearn the concept (practice)?

Possible activities (check mark those you will do):

- Correct your original practice/evidence
- Create a study guide
- Complete missing practice/evidence
- Reread resources provided by teacher and turn in notes, annotations, learning logs, etc.
- Show learning with an alternate text or activity
- Attend relearning activities session with the teacher
- Go over original assessment with teacher
- Other \_\_\_\_\_

**Date reassessment needs to be complete by:** \_\_\_\_\_

Please attach your relearning activities to this document and turn it in on the date of your reassessment.

***I request the opportunity to reassess this essential standard. I will work hard to improve my understanding of the concept before reassessment.***

Student Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

***Teacher, Student, and Parent should all have copies of this form.***