RETAKE REQUEST

A retake is a courtesy that is offered to students that score below a 70% on some assessments. The maximum score on a retake is a 70%.

A completed retake request form, assessment corrections and evidence of the three activities described below are required in order to retake an assessment.

Disclaimer: The teacher reserves the right to deny a student a retake if the student does not come prepared the day of the retake with these materials.

STEP ONE: REFLECT

Assessment you are retaking: _________________________________

Original Score on the Assessment: ___________

What did you do to prepare for this assessment? (Please be honest and specific.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

STEP TWO: PREPARATION

List three activities you will do to improve your understanding of the concepts and perform better on the retake. (Refer to What Good Study Habits Are Made Of...)

1. _______________________________________________________________

2. _______________________________________________________________

3. _______________________________________________________________

STEP THREE: EVIDENCE

Attach the following items to the completed retake form.

1. The original assessment and the assessment corrections
2. Evidence of the three activities described above

I REQUEST THE OPPORTUNITY TO RETEST THIS CONCEPT. I HAVE WORKED HARD TO IMPROVE MY UNDERSTANDING OF THE CONCEPTS AND PROMISE TO TRY MY BEST NEXT TIME.

_________________________________  ___________________________________
STUDENT SIGNATURE  PARENT SIGNATURE