Retake Guidelines

1. Who is eligible to retake an assessment?
   - The student must demonstrate a genuine effort on the original assessment
   - The student must demonstrate an effort to prepare for the original assessment such as completing related homework and classwork assignments.

2. On which assessments are retakes offered?
   - It is up to the teacher whether to offer a retake on a particular assessment.
   - It is up to the teacher to decide whether the student can retake the whole assessment or a specific portion of the assessment.
   - No student may retake a midterm/final exam.
   - No student may complete a retake the week before the grading period ends.

3. What does the student need to do?
   - The student must arrange to meet with the teacher to discuss test corrections
   - The student must do test corrections before meeting with the teacher.
   - The student must arrange for a second meeting time to retake the assessment.

4. When must the retake be completed?
   - The student must meet with the teacher AND take retake the assessment within 5 days of when the original assessment is passed back.
   - It is up to the teacher whether the student may do more than one retake within the 5 day period
   - Retakes may NOT be done during class time
   - The retake must be completed in one session.

5. How does retaking the assessment affect my grade?
   - The retest grade will replace the original grade (even if the retake grade is lower than the original).
How to do Test Corrections

• Do test corrections on a separate piece of paper

• Do the following for EVERY problem on which you lost points:
  o Give the **correct answer** to the problem
  o Show all the relevant **correct work** needed to arrive at the correct answer
  o Explain **WHY you lost points** (i.e. what did you do wrong on the original test that resulted in loss of points?)

• Each problem should be numbered

• All work should be done neatly
  (AP Stats should TYPE corrections and print them out)

• The original test should be stapled behind the test corrections

• Include the provided ‘Request for Retake” cover page (available in Room 251 or on the class website)