



2018-2019 Spring Forest Middle School Re-Teach/Re-Test Policy

Our goal at Spring Forest Middle School is to have all students realize their true academic potential and achieve the highest level of content mastery possible. Thus, in accordance with local and state guidelines, students at Spring Forest Middle School will be provided with an additional opportunity to demonstrate mastery of the curriculum content.

Re-Teach/Re-Test Policy:

- For students who fail a major test/assessment with a 69 or below (only) they will be provided with an opportunity to re-test.
- Furthermore, all students should have at least 3 daily grades & 1 major grade per grading cycle totaling 9 daily grades and 3 major grades per 9 week grading period. Teachers may have more grades than required if they desire.
- Attendance to at least one re-teach session is required prior to retesting. An outside of school private tutorial session may also count as a re-teach session.
- Student **must** attend the communicated re-test date.
- Re-test opportunities must be completed prior to the last day in a grading period.
- **The highest grade will be rewarded up to a 70.** If a teacher gives a test at the end of the grading period students will still have an opportunity to re-test. However, a grade change will have to be made by the teacher if the next grading period has begun.

The following will apply to all students participating in the Re-Teach/Re-Test Process:

- ✓ The retest/project will cover the same material as the original test/project; however, the retest/project resubmission may be in a different format with questions changed.
- ✓ Students and teachers must communicate and plan for the retest within forty-eight hours after the teacher notifies the student of a failing grade. Notification will be either the date of the test being returned or the date that the grade is entered into Skyward, whichever is later.

- ✓ Once students communicate their desire to retest, they will schedule a retest date with their teacher according to the 'Department Assigned Days'. The re-test must be taken within the first available make-up time after notification, as designated by the teacher. All retests should be completed within 10 days of the notification of a failed test.
- ✓ The student may be required to attend tutorials, complete test corrections, or perform other tasks as directed by the teacher, prior to retesting.
- ✓ Students caught cheating on a test may not request a subsequent retest. A grade of zero should be given.
- ✓ The maximum grade that can be earned on the re-test is a 70. If a student scores lower on the re-test, the original test grade will be used. The campus policy will be consistent across content areas and all classes. Example: If a student fails a test with a score of 55 and gets an 82 on the retest, their grade on the assignment/test will be a 70. If the student takes a test and makes a 65 and makes a 55 on the retest, their final grade will be a 65 on the assignment/test.
- ✓ All semester final exams are ineligible for a retest.

Students who abuse the privilege of the current re-testing policy will be subject to administrative review. This review will be initiated by the teacher and referred to the grade-level principal.

*2017-2018
Spring Forest Middle School*

REQUEST FOR RE-TEST

Student Name: _____

Grade: _____

Teacher: _____ Subject: _____

Period: _____

Date of Re-test request: _____

Date of failure notification: _____

Rescheduled DATE, TIME, and LOCATION of retest:

❖ *Tutorial required prior to retesting*

❖ *Tutorial date: _____*

❖ *Student has reviewed graded test*

Teacher signature:

Date: _____

Student signature:

Date: _____