

Highland Park Middle School

Summative Assessment Retake Procedures

My Name: _____

My Teacher: _____ Subject: _____

The following criteria should be met prior to the student retaking a summative assessment:

_____ 1. I have completed all formative work and/or homework related to this assessment. I may also be required to complete additional steps to show evidence of learning before I can submit a re-done assessment (e.g. rubric-based improvement plan, evidence of being caught up with current work, requirement that original assessment be turned in with retake.)

_____ 2. I have discussed (no later than one week after the graded summative assessment was returned) and arranged a re-take time with the teacher. I must plan ahead for retakes, and should avoid planning a re-take towards the end of the quarter.

(Indicate the date, time and place for the retake below)

Date: _____ Time: _____ Place: _____

_____ 3. My Parent/Guardian is aware that I will be retaking an assessment. I have discussed this with my parent/guardian.

Parent/Guardian Signature: _____

*A student who is requesting multiple retakes may need to be redirected to make improvements *before* future assessments are done instead of continuing to redo assessments.