

**Richland County School District One**  
**Redo/Retake Plan**  
**Grades 3-12**

Richland County School District One is implementing a Redo/Retake Plan as a strategy to help ensure **mastery learning** for students. Nationwide, educators are continuously looking for methods to incorporate into the classroom which would increase opportunities for students to master content/skills in order to be successful in school. The practice of allowing students to retake assessments, after receiving additional tutoring or instructional support, gives some students additional time to learn as well as deepens their understanding of concepts.

Redo/Retake Plan guidelines have been developed to ensure consistent implementation across the district. These guidelines include specific assessments that students will be given an opportunity to redo/retake.

Assessments **covered** include the following:

- **weekly assessments,**
- **classroom tests/quizzes, and**
- **class projects.**

Assessments **not covered** include the following:

- **homework,**
- **daily classwork,**
- **late work,**
- **nine week exams, and**
- **final exams.**

### **General Guidelines**

- Students who score **below 70** can redo/retake up to three (3) assessments/projects per marking period. Students will have only **one** opportunity to redo/retake each assessment.
- The higher grade achieved **up to 70** (original or redo) will be recorded.
- The teacher determines the re-teaching/tutoring opportunity required prior to the student retaking the assessment.
- Retakes will cover same objectives but will not be the original assessment/assignment. Alternative assignments may be required at the teacher's discretion since some assessments/assignments may not be replicated.
- The redo/retake opportunity will occur no later than within five (5) days of the end of the marking period.

### **Student Procedures**

1. The student must complete a Redo/Retake Plan of Study.
2. Sign and get parent/guardian signature.
3. Submit the Plan of Study to the teacher within three (3) school days of receiving the assessment score below 70.

### **\*Teacher Procedures**

1. The teacher reviews the Plan of Study and indicates the tutoring/instructional support required and the rescheduled assessment date/time.
2. Sign the Plan of Study and submit a copy to the student/parent.
3. The teacher may schedule a redo/retake opportunity before school, during school or after school.
4. Keep a copy of each Plan of Study as a part of your student files.

**\*Complete process within seven (7) days of receiving the student's Plan of Study.**

## INDIVIDUAL PLAN OF STUDY - SECONDARY

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

*I understand that I must successfully complete my "Plan of Study" **prior to** completing a "Redo" on my assessment. The requirements outlined in the "Plan of Study" must be completed by the deadline assigned by my teacher.*

Student's Signature \_\_\_\_\_ Completion Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Test/Quiz/Project Grade \_\_\_\_\_ Indicator/Standard Assessed \_\_\_\_\_

**REFLECT:** Based on your performance, you have not mastered the content/skill yet. What do you think are some steps you need to take to improve your understanding of the content/skill?

### TEACHER SECTION:

Tutoring Dates /Times Available

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

Student Conference \_\_\_\_\_

Parent Contacted \_\_\_\_\_

Plan of Study Completed  YES  NO Date \_\_\_\_\_

Retest Scheduled Date \_\_\_\_\_ New Grade \_\_\_\_\_