

## Redo/Retake/Correction Policy

### **Redo, Retakes or Corrections are available when:**

- You failed an assessment due to a genuine lack of understanding.
- You failed an assessment even though you gave the assessment a significant effort.
- You have visited with the instructor about the failing grade and have requested a redo.
- You have attended tutorials and received re-teaching/reinforcement on the objectives you did not master.

### **Redo, Retakes or Corrections have the following stipulations:**

- You must request and complete the redo/retake/correction within 4 days of being notified of the failing grade.
- You may only receive up to a passing grade of a **70** on any redo/retake/correction. Simply retaking an assessment does not guarantee a passing grade.
- You may **NOT** redo/retake/correct a benchmark, district assessment or final exam.
- You must complete all redos/retakes/corrections by the end of the six week grading period. The last day to do them is the Wednesday prior to the end of the six weeks.
- You may **NOT** retake an exam that you refused to take in class.
- You may **NOT** redo/retake/correct an assessment when you ask during the assessment or after the assessment “when is the retake” or “we can retake this, right?” This demonstrates you were **NOT** prepared and did **NOT** give a significant effort on the assessment.
- You may **NOT** redo/retake/correct an assessment in which you did not attempt to answer the questions or randomly marked answers in an effort to simply get finished.
- Instructors reserve the right to change the assessment style or create an alternate assignment which covers the same material but in a different format.
- You may **NOT** redo/retake/correct an assessment in which you did not complete a review. Example: if you’re given a review for a summative, you fail to do it, and fail an assessment, you are **NOT** eligible to redo/retake/correct the assessment.

I have read the above policy and understand the parameters for redos/retakes/corrections. I understand that failure on my part to prepare for an assessment will result in the inability to redo/retake/correct the assessment, which could affect my grade in class.

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Student Signature & Date

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Parent Signature & Date