



Department Summative Assessment Retake Policy 2025-2026

Expectations – All learning completed All work for the current unit must be completed and submitted prior to taking the retake.
Expectations – Review assignment Students must complete an additional review assignment to be eligible for a retake. The review assignment and deadline will be determined by each subject. Students must achieve 80% - proficiency - on the retake assignment to be eligible for the retake..
Student sign up Student submission of the retake assignment indicates the desire to retake.
Time frame for retake Students must complete the retake test by the date provided by the department.
No. of retakes Only one retake is permitted per summative assessment.
Grading The final grade for the assessment will be the highest score.
Retake format The retake will not be a duplicate of the original. A new partial or whole assessment will be issued; this is dependent on the department..
Subject specific ELA Summative Writing: In order to make revisions on a summative writing piece, the student must have turned in a completed piece by the original due date. The student cannot revise an incomplete writing piece and will forfeit their opportunity to make revisions. Students who revise, must highlight the revisions they made from the first submission to their revised submission. When students complete the revisions, they will need to notify the teacher by submitting a Redo Form and by submitting their revised writing piece. The student must submit the Redo Form and their revised writing piece by the teacher's determined due date. ELA Collegial Discussions & Presentations: In order to redo a collegial discussion (such as a Socratic Seminar etc) students must first illustrate that they have successfully completed the necessary written analysis questions. The teacher will schedule a time with the student to redo the collegial discussion. In order to redo a presentation, the student should have completed the project and presentation on time. Additionally, the student must have successfully completed a retake assignment and will schedule the retake with the teacher. Electives: Project-based courses: Students can resubmit a second time within a given time period after reviewing teacher feedback.



Algebra Retake Assessment Policy 2025-26

Retake Quiz Policy

- Quizzes may be retaken upon student request.
 - Teachers will provide time(s) that are available to take the quiz retake.
 - Quiz corrections are highly encouraged prior to retaking a quiz.
 - Quiz retake must be completed prior to the unit test. The grade of the retake will replace the original score, only if it is higher than the original score.

Retake Unit Assessment Policy

Mandatory Retake:

- When we include a mandatory retake on an assessment, it will go in the grade book as an additional test grade.
- It will also change the prior score, only if the retake grade is higher than the original test grade.

Optional Retake Guidelines: How to become eligible for a retest

- Must complete test review guide fully, turned in PRIOR to the unit test in order to be eligible for a retest - MUST BE 100% complete with work shown, not even 1 missing problem.
 - If you didn't do the review guide on time, you earned a partial grade on that. However, you would need to complete the entire review guide (not for credit in the, but for practice) in order to be eligible to take the retest.
- Complete test corrections and have them correct (checked by teacher) prior to retesting.
- Students will have 2 weeks to complete the retest process once the graded test is handed back.
 - There may need to be flexibility due to building calendars, quarters, etc. Teachers will inform students of the specific retesting window each time a retest opportunity is provided.