

Retest Policy

Purpose: Preparing for summative assessments is an essential skill for high school students, and our role as educators is to help build their capacity for future academic success. The East/West Retake Policy is designed to support students as they learn to meet the rigors of high school academics, while still encouraging them to put forth their best effort on each assessment opportunity and demonstrate mastery of the learned material.

Uniform Expectations:

- All Students will complete a Student/Teacher Consultation prior to retaking an assessment
- Students will complete all required assignments leading up to the assessment prior to retaking an assessment
- Students will complete a Preparation Plan determined by the student and teacher prior to taking the test

Process for a retest:

1. Make the request:
 - a. Within 2 days of receiving a grade on a summative assessment, a student must complete the reflective and planning [form](#).
2. A plan for reviewing/relearning is agreed on by the teacher:
 - a. This could be one or multiple tasks to show a student is ready to demonstrate mastery. Below are some examples.
Specified formatives, Group tutoring, Student to student tutoring, Test Corrections, One to one with teacher, Create or find “helper videos” (1-2 min long on topic), Reading Texts, Games/Simulations/puzzles/nearpods, Alternative Problem set, Student “Lab helpers
3. Teachers will have discretion as to whether a student needs to complete a whole or partial retest.
4. Teachers will have discretion as to the number of retests a student can take per marking period so long as they allow a minimum of one.
5. Testing:
 - a. Retesting must be scheduled within one school week after the results of the assessment are posted. Exceptions for extenuating circumstances will be made at the discretion of the classroom teacher.
 - b. The retest score will replace the initial score.
 - c. Final unit assessments at the end of the year are not eligible for retesting.