

Deadlines for Retaking and Reassessing

CTE	Fine Arts	English Language Arts	Math	PE	Science	Social Studies	English as a Second Language	Eagle
Business– Retake policy establishes cutoff dates at midterm and one week prior to the end of the quarter. No retakes of assignments submitted before these dates will be permitted after the cutoff. Additionally, students wishing to retake an assessment in Business must submit a completed study guide or have a conference with the teacher to discuss the missed points. The earliest possible retake date is the day following this conference. Tec/Engr– Students must be in good academic standing to utilize Office Hours. Any late	Fine Arts– students are given a 2 week hand in window for all projects before the grade is lowered. All work before mid-term must be handed in by mid term. Music– The music department has mandatory attendance at all performances.	-Midterm cutoff: Any assessment that is due before the midterm cannot be redone or made up after the midterm. <i>*Exceptions are DC English and Advanced Placement classes. Extensions are granted on a case-by-case basis according to syllabus expectations approved by Parkland College and AP Instructors (i.e. personal emergencies and/or extenuating circumstances)</i> <i>**Speech is also different. There is a late speech deadline the Thursday before Finals start. (Speech “season” doesn’t start until ~ week 4 of the</i>	You may retake any learning target of any test, during office hours only. You need to show evidence of preparation. Preparing for a retake and completing the retake must be done on separate days. <i>*Exceptions for DC Math 108 and Quantitative Literacy.</i>	DrEd: (we only have 3 Units) tests retakes must be done before the next unit test. Health: (7-9 Units) retakes can be done at any time. All classwork from that Unit must be complete. PE classes: Mid term is the deadline for the first few retakes. Last week of the quarter for the 2nd half of the class.	Quiz corrections must be done during office hours. You have 7 days from the quiz being graded back to complete quiz corrections. Test retakes must be done during office hours. You have 7 days from the test being graded.	Work for a grade must be completed in class and office hours Teacher Approval for outside of school hours	Students may request a reassessment if they: Scored below 75% on the original assessment Completed all related practice work and participated in class activities Notify the teacher within 3 school days of receiving the original grade that they want to take a reassessment.	We take late work until the last day of the quarter

or missing graded assignments must be completed within 3 school days from the posted due date. FCS– Done during office hours. Student must be doing work during class in order to retake anything AG– Late assessments will be accepted up to two weeks after the unit ends, this date will be communicated with students prior to the end of the unit. Assessments not turned in at the time they are collected are considered late. Retakes on assignments will be allowed to improve grades up to 3 weeks before the end of the quarter		<i>quarter). There are other grades that go in before Speeches, but major speeches don't start until then.</i>						
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