

Bon Lin Middle School Request to Retake

The goal of providing an opportunity to Request a Retake is to provide students an opportunity to demonstrate they have learned the skills and information previously assessed on a classroom test or quiz. This opportunity also allows students to improve upon grades earned on previous tests and quizzes. In addition, Retakes are designed to foster a sense of personal responsibility on the part of the student, both in preparing for the initial assessment and for taking additional steps necessary to understand the material and improve their grade.

Request to Retake Guidelines

- Students are eligible to Retake a Test or Quiz* on which they score 70 or below.
- Students are limited to **2** Retakes a Quarter per class.
- Students must complete a Retake Ticket within 3 school days of receiving the graded Test or Quiz. *Teachers will make the Retake Ticket available to all students in the classroom. Teachers schedule the date of the Retake*
- Students must have ALL assignments completed and turned in before being allowed to retake a Test or Quiz. **No missing assignments.**
- Teachers will inform students of the areas they need to review and assign online work/review material as available. **Teachers may assign a required Review Assignment as deemed necessary.**
- Teachers can provide an alternate Test and Quiz that covers all or part of the same material. *Teachers can change the format of the test to include short answer or essay, or have students complete a project or presentation on the material to show their understanding.*
- Students who take a completely NEW Test or Quiz will earn the grade on the alternative assignment, which will **REPLACE** the previous grade, even if it is a lower grade.
- **Teacher will have the option of having students correct questions missed on a Test or Quiz. Example: students can correct missed questions by writing a short answer explaining why their original answer was incorrect and why their updated answer is correct. Students can earn back up to half of the points missed.**
- Students can complete a Retake for a specific Test or Quiz 1 time.
- Exceptional Classes and High School classes do not Retake graded assignments, as students who qualify for these classes must be able to maintain and meet BCS academic standards to remain in the class.

*Tests and Quizzes are assessments designated by the teacher that are completed in class for a grade. Other graded assignments such as projects, research papers, and presentations that are turned in for a grade are subject to class procedures involving deadlines are not covered under Retake. **If it's completed in class, is graded for accuracy, and students are not allowed to work with other students to complete it, it should be eligible for Retake.**

Retake Ticket for _____

In order to complete a Retake for _____, you must complete all of the following steps:

- 1. Complete this retake ticket and turn it into the teacher within 3 days of receiving the test/quiz in class. **Turn in by** _____*
- 2. Complete ALL required assignments prior to the retake (scheduled by the teacher).*
- 3. Complete/Review any study material provided by the teacher.*
- 4. Review the original Test or Quiz as available.*

Please reflect on why you did not meet the standards on this assessment. Why were you not prepared for the original assessment?

Review the original assessment if available. What were the specific areas that need improvement?

What will you do to prepare for the retake? How do you plan to improve?

Your signature indicates that you have completed all required steps to retake your test/quiz.

Student Signature: _____

Parent Signature: _____

Completed by the teacher

You must complete designated Retake assignment on or before the following date:
_____ (Teacher will assign a date by which the Retake must be completed.)

New Assessment

Partial Assessment

Correct Assessment