

RHS GRADING RETAKE OVERVIEW

Formatives

All formatives may be retaken by following these steps:

- Speak to teacher about retaking the assessment.
- Complete any required department remediation(s).
- Complete any formative re-assessment prior to the summative assessment date.

Highest assessment grade will be recorded.

Summatives* (Not all summatives qualify for reassessment. See below.)

Summatives may be retaken by following these steps:

- Speak to teacher within 2 days of the return of a corrected assessment.
- Complete any required department remediation(s) by the agreed-upon deadline.

Summative re-assessment guidelines:

- ALL prior formative assessments MUST be completed in order to be eligible.
- Students will be given only one opportunity to retake a summative.
- Re-assessment may consist of part of the summative, the entire summative, or a different summative that measures mastery of the same concepts/skills. (left to teacher discretion)
- Locations and times of retakes will be determined by teacher.

Highest assessment grade will be recorded.

- ★ There will be no re-assessments for mid-term and final exams.
- ★ Writing assessments do not qualify for re-assessment if the opportunity to conference and receive feedback was given.
- ★ Other assessments that are impractical to re-do are not eligible for reassessment. Some examples include but are not limited to: live performances/concerts, labs, guest speakers, performance tasks, etc.

Romeo High School / RETC Request to Re-assess

Part I: Basic Information

Name: _____ Hour: _____

I am requesting a re-assessment for a **formative / summative** assessment. (circle one)

Assessment Topic: _____ Original Score: _____

Part II: Reflection (When preparing for the original assessment, did I ...) circle one for each question

I came prepared, paid attention, used class time wisely, and worked hard in class. always sometimes rarely

I asked questions and sought help when I did not fully understand a concept. always sometimes rarely

I took advantage of tutoring, retakes, teacher-provided practice/review resources, etc. always sometimes rarely

The main reasons I did not achieve my desired level of mastery are...

Part III: Next Steps

Below (or attached) are the steps/items that need to be completed/redone to improve mastery.

Part IV: Communication

Student Signature _____

Parent Signature _____

Teacher Signature _____

For teacher to complete:

Retake Day/Date: _____ Location and Time: _____

Student should bring: