

Name _____ Date _____

RETAKE REQUEST

A retake is a courtesy that is offered to students that score below a 70%. The maximum score on a retake is a 70%. A completed retake request form, assessment corrections and evidence of the three activities described below are required in order to retake an assessment. The teacher reserves the right to deny a student a retake if the student does not come prepared the day of the retake with these materials. Please note that the retake option is not available for quarterly cumulative assessments.

STEP ONE: REFLECT

Assessment you are retaking: _____

Original Score on the Assessment: _____

What did you do to prepare for this assessment? (Please be honest and specific.)

STEP TWO: PREPARATION

List three activities you will do to improve your understanding of the concepts and perform better on the retake. (Refer to What Good Study Habits Are Made Of...)

1. _____
2. _____
3. _____

STEP THREE: EVIDENCE

Attach the following items to this retake form.

1. The original assessment and the assessment corrections
2. Evidence of the three activities described above

I REQUEST THE OPPORTUNITY TO RETEST THIS CONCEPT. I HAVE WORKED HARD TO IMPROVE MY UNDERSTANDING OF THE CONCEPTS AND PROMISE TO TRY MY BEST NEXT TIME.

STUDENT SIGNATURE

PARENT SIGNATURE