

D41 Retake Practices – 2010/2011

In a standards-based teaching and learning environment all students need the time and opportunity to demonstrate what they know and are able to do. This may include a reassessment or retake. A retake is the opportunity to do this; however students must learn the responsibility by completing some sort of "corrective" action prior to the retake. (O'Connor)

What is a Retake Test? A retake test is an alternative version of a test. It provides students with a second opportunity to demonstrate what they know and are able to do.

When? For courses using a rubric, a student may retake a test only when his/her score falls in Progressing or Not Meeting. For courses using percentages, a student may only retake a test when his or her score falls below an 84%. (Does not apply to quizzes.)

How Often? Only three retakes are allowed per course per year, with only one retake opportunity per test. In the case of Exploratory classes, one retake per course is allowed.

Time limits for the retake? Students must commit to retaking the test within two days and retake the actual test within two weeks of receiving the returned test. A student may need up to two days to finish the retake test due to time constraints.

Requirements for retakes:

- A score of 84% and below
- A score in Progressing or Not Meeting.
- Only 3 retakes per course per year, 1 retake per Exploratory class, and for tests only.
- A student must independently secure and complete a retake obligation form, which includes a student and parent signature, dates for retake, and statement of retake plan (corrective).
- The Test Retake Obligation Form must be returned within two days of receiving the returned test.
- Department Retake Obligation Forms will be available in all classrooms and online at the Hadley website.
- If the student misses the retake opportunity for any reason other than an excused absence s/he will forfeit his or her retake opportunity for that test and consequently lose one of the three retake opportunities.

How? A student must secure and complete the Test Retake Obligation Form, which requires a student and parent signature, a retake plan, and the obligation to return the form to his/her teacher within two days of the returned test.

How will the final grade be determined? For the 2010/2011 school year – the highest score a student can receive following a retake is an 85% or a Meeting. If the student's score does not improve on the retake, s/he will receive his or her original score.

Where? Retakes will be administered at the Hadley Testing Center – room 120 before and after school Tuesdays, Wednesdays, and Thursdays.

- AM Testing Session: 8:00 – 8:25 AM – students should arrive at 7:55 AM, check in at the office and report directly to the Testing Center which is located in the Room 120 (mornings only). There will be no early morning locker privileges.
- PM Testing Session: 3:30 – 4:00 PM in POD B (afternoons only) – students should go to their locker immediately after school to secure backpack, homework, etc. Students will be dismissed directly from the Testing Center.
- The Testing Center will close at 8:05 and 3:35 if no students present themselves for retakes.
- Transportation arrangements must be provided by the parent/guardian.