**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**

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| **Part I: Basic Information** |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hour: \_\_\_\_\_\_\_\_

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

Assessment Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Original Score: \_\_\_\_\_\_\_\_\_\_\_

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

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| 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...

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| **Part III: Next Steps** |

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

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| **Part IV: Communication** |

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **For teacher to complete:**  Retake Day/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student should bring: |