

## RETAKE POLICY

---

*Ms. Poe 2017-18*

We believe the purpose of retakes is to give students another opportunity to learn concepts and be assessed on concepts that they have not mastered after their first summative assessment.

With this in mind, the Meigs Retake Policy includes the following:

- Only students scoring less than an 85% on a summative assessment qualify to take a retake. (We define a grade of an 85% (B-) or above as a sufficient mastery.)
- Students will only be given one retake opportunity. The score for the retake will be FINAL.
- Students MUST sign up for the retake within three days of receiving the scored assessment.
- Students must complete the retake within the given window. (This would be before the next Retake Wednesday, or if assessment results are given the week of a Retake Wednesday, then before the following Retake Wednesday. This will usually be about a 2-week window.)
- Students will follow the following requirements for a retake:
  - Sign up on the retake roster 3 DAYS after receiving the scored assessment.
  - Pre-Conference with Ms. Poe to discuss requirements for test corrections.
  - Return corrections with parent signature.
  - Post-Conference with Ms. Poe to discuss corrections and sign up for the Retake Wednesday date.

\*\*\*\*Meigs staff reserves the right to adjust or make appropriate accommodations for students as needed on a case by case basis, as well as the right to adjust the policy throughout the year as needed.