

Test Retakes

Everyone has days where they just aren't able to give their best. Whether it's a poor night's sleep, something else going on in your personal life, or just feeling overwhelmed and didn't have time to study, we've all had those times where we know we could have done better.

In this class, you may choose to retake any test (*except final exams*) as often as you need to. To do so, though, you **MUST** follow **ALL PARTS** of the process below.

- 1) To retake a test, you must first have turned in **ALL** missing work for the Chapter the test covered (including making up missing homework quizzes). It is your responsibility to check and see if you have anything missing on Skyward or Schoology.
- 2) You must fill out a Test Retake Request Form. **Thoughtful, complete answers are required, or you will be required to redo this part before moving on.** Once you turn this in to me, we will have a short conference to discuss.
- 3) These retakes may be a little more difficult. They will be of a similar length and question type to the original test, but there will NOT be any multiple choice questions (sometimes the original test may have some).
- 4) Retakes must all be completed before the last week of the quarter. That means you must schedule them sooner than that, including time for all of the requirements here.
- 5) For any attempts **after** the first retake, you will be required to complete an additional practice packet / study guide, with all work shown, before you can attempt another.
- 6) You must schedule at least 3 days in advance of the date you wish to take it. These 3 days start once all other requirements are met (form complete and approved, all missing work turned in, and we have had our short conference).

Your final test grade will be the highest of any of the attempts that you make (retaking a test cannot hurt your grade).

- Note: You can only retake Chapter Tests. You may **not** retake Homework Quizzes, regular Chapter Quizzes, or Final Exams.

Test Retake Request Form

Student Name: _____ Class Period: _____

Retake #:

- 1st Retake Test to Retake: _____
- 2nd Retake
- Other: _____ Most Recent Test / Retest Score: _____
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Where did you struggle most in your last attempt? Why do you think that is? (3-4 sentences)

What are some things you will do this time to help improve the areas you struggled with? List 3-4 things you might do differently to prepare.

For Teacher Use Only: This Form All HW Extra Practice SG (after 1st)

Conference Date / Time:

Retake Scheduled For: