

# MEIGS 2017-2018 RETAKE POLICY

---

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 sufficient Mastery.)
- To avoid an unfair grade advantage to those taking retakes, the best possible score a student will receive on a retake will be an 85% or Mastery.
- Students will only be given one retake opportunity.
- Students must sign up for retakes 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.)
- Teachers may choose to have requirements before a student signs up for a retake.

Ms. Martin's Retake Requirements

- Student must complete and correct all formative assessments.
- Student must correct the summative assessment being retaken.
- Student must attend a lunch tutoring session with Ms. Martin.
- Student must complete retake form, including the parent/guardian signature.
- Student must complete and submit all necessary retake requirements by the date determined.

- Take-home summative assessments, such as rough drafts, research papers, essays, projects, or presentations, that are not turned in on time will not be given the 2-week retake window. If the projects are not turned in on time, they will receive a zero. However, students will be given up to 3 school days to get the take-home assessment turned in, and they will only receive a maximum of an 85% (or Mastery).

\*\*\*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.