Summative Assessment Retake Policy/Procedures/Schedule

The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.*

Criteria for Summative Retake Eligibility

- Grades K-2
  - All students are eligible for a retake assessment.
  - Retakes can earn up to an 85%.
  - The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book. The highest possible grade on the retake is 85%.
  - The retake assessment will cover all of the same standards but may not be the same format.
  - The retake process is initiated by the teacher. The teacher will communicate with the parent when a retake is necessary.
  - Students may be required to participate in additional practice in order to qualify for a retake.

- Grades 3-5
  - All students are eligible for a retake assessment.
  - Retakes can earn up to an 85%.
  - The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book. The highest possible grade on the retake is 85%.
  - The retake assessment will cover all of the same standards but may not be the same format.
  - The retake process must be initiated by the student or the parent/guardian.
  - The Application for Retake should be completed and signed by both the student and the parent/guardian and returned to the examining teacher no more than five (5) school days after the grade has been posted.
  - Students may be required to participate in additional practice in order to qualify for a retake.
  - Application for Retake forms are located in the classroom and online.

- Grades 6-8
  - All students are eligible for a retake assessment.
  - Retakes can earn up to an 85%.
  - The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book. The highest possible grade on the retake is 85%.
  - The retake assessment will cover all of the same standards but may not be the same format.
  - The retake process must be initiated by the student.
  - The Application for Retake should be completed by the student (with parent/guardian, if needed), signed by student and parent/guardian, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
  - Students may be required to participate in additional practice in order to qualify for a retake.
Application for Retake forms are located in the classroom only since the retake process must be initiated by the student.

Limitations and Deadlines

- Only one retake is allowed per summative.
- All notes, assignments, and formative assessments must have been completed prior to the original summative assessment.
- The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
- Semester/Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
- The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled teacher required additional practice is missed, unless excused or rescheduled by the teacher.
- Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.

Schedule

- Tuesday Morning Retakes:
  - Offered every Tuesday morning in the Art Studio from 7:00 – 7:45 a.m.
  - Students who participate in afterschool athletics or clubs should be taking retakes in the morning.
- Tuesday Afternoon Retakes:
  - Retakes will be given in the assigned teacher's classroom.
  - Intermediate Retakes will be from 3:00 – 3:30 p.m.
  - Middle School Retakes will be from 3:00 – 4:00 p.m.
  - Students will not be dismissed early from the retake classroom.
  - Students will be escorted to the gate for dismissal or sent directly to MTC Club.
  - Students who participate in afterschool athletics or clubs should be taking retakes in the morning. No escorting to the gym, other classrooms, etc. Children will only be escorted to the carline or after school care.