

Memorial High School

RE-TESTING PROCEDURES

RETESTING PURPOSE:

The purpose and intent of the policy is to provide students with additional opportunities to show mastery of the content.

DEFINITION OF AN ASSIGNMENT:

An assignment is defined as any student work placed in the major grade category. Certain projects, including but not limited to research papers, process papers and labs, may be excluded if the project(s) are so identified by the teacher and are approved by the campus administration. The teacher will communicate these “exempted” projects at time of assignment.

The following will apply: *(student initiated process)*

1. All students; including Advanced Placement (AP), Pre-AP, and GT students; in all content areas will have the opportunity to retest.
2. Dual credit courses are exempt from this policy and regulation.
3. The retest/project will cover the same material as the original test/project; however, the retest/project resubmission may be in a different format with questions changed.
4. Students and teachers must communicate and plan for the retest within forty-eight hours after the teacher notifies the student of a failing grade. Notification will be either the date of the test being returned or the date that the grade is entered into Skyward, whichever is later.
5. Once students communicate their desire to retest, they will schedule a retest date with their teacher according to the ‘Department Assigned Days’. The re-test must be taken within the first available make-up time after notification, as designated by the teacher.
6. The student may be required to attend tutorials, complete test corrections, or perform other tasks as directed by the teacher, prior to retesting.
7. Students caught cheating on a test may not request a subsequent retest.
8. If a student scores lower on the retest, the original test grade will stand.
9. The maximum grade received for retest will be a 70. The campus policy will be consistent across content areas and all classes. *Example: If a student fails a test and gets a 62 on the retest, their grade on the assignment/test will be a 62. If the student retests and makes an 82 on the retest, their final grade will be a 70 on the assignment/test.*
10. All semester final exams are ineligible for a retest.

*Students who abuse the current re-testing policy will be subject to administrative review.
This review will be initiated by the teacher and referred to the alpha-level principal*