

February 16, 2018

Dear Parents,

In order to be consistent across all content areas, Cawley Middle School will be implementing a uniformed protocol for students to retake assessments that are considered major grades starting on March 5, 2018. An example of a major grade that would be eligible for a retake is a unit test. Teachers can also determine if an alternative assignment such as a project or lab is eligible for a retake. This must be communicated in writing to the students before the assignment.

The purpose of the protocol is to provide students with an opportunity to further demonstrate their understanding and learning of a concept or skill.

There are several steps in the protocol that include the completion of the "Request to Retake" form, parent/guardian signature and communication or conference with teacher. I have included the complete list of protocols and the retake form on separate pages.

If you have any questions or concerns please contact me at anytime.

Sincerely,

A handwritten signature in cursive script that reads "Matthew Benson".

Matthew Benson
Principal

Cawley Middle School Retake Protocol

Only major grades are eligible for a retake.

Retakes are only for grades 89% and below.

The retake grade can be no higher than a 90%.

A student study plan developed by the teacher must be completed before retake (see form on next page).

The student study plan shall include completing all originally assigned homework and classwork, correcting first assessment and conference or communication with teacher and any learning activities that relate to the standards of the assignment.

Students **will not** be required to write why they did poorly on the first assessment.

Retake test must be of similar or shorter length and same subject matter as the original test.

The teacher determines the retake timeline completion.

Students can only retake the assessment one time.

Alternative **major** grades (projects, labs, essays, other long term assignments, etc.) are subject to teacher discretion for retake approval and teachers must communicate retake eligibility in writing before the assignment.

Students must fill out the retake Cawley Middle School form prior to the retake assignment.

Students who were absent on the day the first assessment was administered still have the opportunity to have a retake. For example, a student can make up the test they missed as a result of the absence first and still have the opportunity to retake the assessment.

Cawley Middle School Sample Form

Request to Retake

This form must be submitted before retaking the assessment. Retakes are only for grades of 89% and below. The retake grade can be no higher than a 90%.

Name: _____ Today's Date: _____

Name of Assessment to Retake: _____

What was the score on the first assessment? _____

Student Study Plan: (EXAMPLE)

Correct first assessment (Please attach)

Complete all homework (Please attach)

Conference or communication with teacher: Date _____

Other: (Please attach or write a short description)

Teacher Approved Plan on: _____

Student will retake the assessment on: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____