

Ms. Balas's Policy for Retakes and Revisions

Rationale:

At BHS, we educate with a goal of lasting understanding and skill mastery. We acknowledge that *"Nobody knows ahead of time how long it will take anyone to learn anything."* (Dr. Tae, TEDx presenter). We strive to meet the needs of all students to and to help students develop long-term understanding with the knowledge that content covered throughout the course will be assessed multiple times throughout the course. That being said, as teachers, we want to encourage students to take ownership of their education and develop the skills necessary to improve future performance *the first time* as well as the opportunity to recover and learn from mistakes. **Recovering in full from a failure teaches more than being labeled for failure.** To this effect, the following guidelines and procedures will be implemented at the teacher's discretion:

1. Tests may be retaken IF:

- a. The student requests a retake from the teacher. Teachers may set a threshold below which retakes will be required.
- b. Students develop a plan for revision (see revision page), re-learning, and reassessment which includes actions, dates, and deadlines. This plan must be approved by the teacher and signed by the student, teacher, and parent/guardian.
- c. The student schedules a time to review content gaps with the teacher and attends this meeting.
- d. The student makes detailed corrections to the original assessment.
- e. **The retake-test will NOT be the same as the original test (it may vary in question design, length, and format) but will address the same topics, content standards, and skills.**

2. Essays/writing assignments may be revised in accordance with the following requirements:

- a. Students develop a plan for revision (see revision page), which includes actions, dates, and deadlines. This plan must be approved by the teacher and signed by the student and teacher.
- b. Students must handwrite directly onto the original essay what revisions they will make for the revised copy. This includes more than just correcting grammatical mistakes and typos.
- c. The student schedules a time to review content gaps with the teacher and attends this meeting.
- d. The entire writing process (*original, revisions, outline (if applicable), and rubric*) must be submitted by the agreed upon deadline. The deadline will be determined by the student and teacher.
- e. **If the teacher finds more than 4 major grammatical errors (including capitalization, spelling/homonym errors, awkward word order etc.) on the original copy, the student is REQUIRED to revise.**

Retake/Revision Plan for TESTS*To be completed by the STUDENT*

Name _____

Block _____ Plan Submission Date _____

Teacher: _____ Course: _____

Assignment: _____

Due Date of Original Assignment: _____

Give a brief Description of your Student Action Plan (include additional pages as needed). This includes what skills you did not master and why and your plan for mastering them. List or describe any resources required (study materials, class notes, etc.) to implement this action plan. Please be specific:

When do you plan to meet with the teacher for additional instruction or support?

Date: _____ Time/Period/Block: _____ Location: _____

Retake/Revision Due Date: _____

Declaration of Understanding, Agreement, and Commitment:

I, _____, understand that this form represents a mutual agreement between the teacher and me. I declare that I am committed to following through with the Action Plan described above by _____ (deadline). I understand that it is my responsibility to discuss progress with, and seek support from, my teacher in advance of the due date if needed. I understand that the teacher has the right not to grade this assignment or grant credit if I do not follow this plan in its entirety and provide accurate and sufficient evidence of mastery to warrant the change in grade. Adjustments to the plan can only be made in advance of the deadline and at the discretion of the teacher. The teacher has the right to extend the deadline at any time. Any form of academic dishonesty (cheating, plagiarism, misrepresentation of original work) will result in a grade of F and a mandatory re-assessment as designed by the teacher. I understand and agree to accept the grade issued by the teacher on this assignment as the more recent and accurate reflection of my understanding of relevant content standards being assessed and thus supersedes the original grade.

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Retake/Revision Plan for ESSAYS

Name _____

To be completed by the STUDENT

Block _____ **Plan Submission Date** _____

Teacher: _____ **Course:** _____

Assignment: _____

Due Date of Original Assignment: _____

Give a brief description of the specific skills you did not master. Were they more mechanics related (grammar, word choice, style) or content related?

Give a specific description of your Student Action Plan (include additional pages as needed). This includes your plan for mastering.

When do you plan to meet with the teacher for additional instruction or support?

Date: _____ **Time/Period/Block:** _____ **Location:** _____

Retake/Revision Due Date: _____

Declaration of Understanding, Agreement, and Commitment:

I, _____, understand that this form represents a mutual agreement between the teacher and me. I declare that I am committed to following through with the Action Plan described above by _____ (deadline). I understand that it is my responsibility to discuss progress with, and seek support from, my teacher in advance of the due date if needed. I understand that the teacher has the right not to grade this assignment or grant credit if I do not follow this plan

in its entirety and provide accurate and sufficient evidence of mastery to warrant the change in grade. Adjustments to the plan can only be made in advance of the deadline and at the discretion of the teacher. The teacher has the right to extend the deadline at any time. Any form of academic dishonesty (cheating, plagiarism, misrepresentation of original work) will result in a grade of F and a mandatory reassessment as designed by the teacher. I understand and agree to accept the grade issued by the teacher on this assignment as the more recent and accurate reflection of my understanding of relevant content standards being assessed and thus supersedes the original grade.

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____