

# Assessment Retake Request

Student name: \_\_\_\_\_ Class: \_\_\_\_\_ Period: \_\_\_\_\_

<b>Original Grade:</b>	<b>Retake Grade:</b>
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The purpose of the assessment retake is to provide students the opportunity to improve their mastery of grade level English expectations. In order to retake/complete an assessment student must:

1. Seek teacher approval
2. Return this request within two school days after the assessment grade is returned or entered into the grade book
3. Sign and have a parent/guardian sign this request form

PLEASE NOTE → In order to retake an assessment, the following conditions apply based on teacher discretion:

- ★ You **MUST** reassess before the next summative assessment is given - after this, the opportunity has expired
- ★ The highest score you can achieve is a 90 on the reassessment - grades above a 90 will not be allowed to reassess
- ★ Only ONE retake is allowed
- ★ The retake may or may not be identical to the original assessment
- ★ The retake will take place at the time and location determined by the teacher

Reassessment Information and Method (to be determined by teacher and student):

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

- Written Response
- Revised Form of Assessment
- Verbal Assessment
- Presentation
- Same form of Assessment

Sign below to acknowledge and agree to the above information.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_