

Eligibility for Retakes

Completion of Prerequisite Work: Students must complete all required formative assessments, practice, assignments, and learning activities prior to the initial assessment. Additional practice may be required before the retake.

Teacher Discretion: Students must have demonstrated satisfactory completion of the first assessment. Teachers may recommend and/or deny a retake based on their professional judgment. Teachers will provide timely feedback and facilitate the retake process fairly and consistently.

Conditions for Retakes:

Retake Schedule: Retakes must be initiated by the student in person within two school days of receiving the initial assessment results, unless extenuating circumstances are discussed with and approved by the teacher. Retakes must be completed within five school days.

Number of Retakes: Students are allowed one retake per assessment. Additional retakes may be granted at the teacher's discretion based on individual student needs and progress. All retakes must be completed by the end of each semester and trimester.

Assessment Format: The retake may be in a different format from the original assessment but will cover the same standards and skills. This ensures fairness while maintaining the integrity of the retake process. Teachers will provide timely feedback, develop learning plans with students, and facilitate the retake process fairly and consistently.

Grading: The retake score will be recorded in the gradebook.

Parents/Guardians: Support their student in all learning and all required work by providing a conducive study environment at home prior to the initial assessment.

This policy will be communicated to all students, parents, and staff at the beginning of each academic year and will be included in the student handbook and posted on the school website for easy access. This retake policy is reviewed by a committee of teachers and administrators to ensure it meets the needs of the school community and aligns with educational best practices.

By implementing this retake policy, we aim to support all students in their journey toward mastering the standards and achieving their full academic potential at Lakeview Public Schools.