

## Remediation/Retesting Policy

The following outlines the retake policy for the entire department that will be followed through the current school year. Please note that this is a living document, and the department reserves the right to change any part of the policy throughout the year. All students will be notified of any changes.

1. Retakes only apply to exams.
  - a. Quizzes or essays may be included in retakes, but that is up to the individual teacher's discretion.
  - b. Students should not assume quizzes or essays will be eligible for retakes.
2. Students who score a 84% or higher will NOT be allowed to complete a retake.
3. Students who score a 83% or below will have the option to retake, but it is not required.
4. The highest score possible on the retake is 84%.
5. The higher of the two scores will be recorded in Phoenix as the final grade for that assessment.
6. All retakes must be completed before the next unit exam.
  - a. The teacher will inform the students of the due date for completion of any retake.
7. All students who choose to complete a retake **MUST** complete a remediation assignment before completing the retake.
  - a. The type of remediation required will be up to the individual teacher's discretion.
  - b. Again, remediation **MUST** be completed prior to retake.
8. Retakes will be available in Mr. Sakole's room (L402) or Mr. Freeman's room (L405) as announced.
  - a. Students are **REQUIRED** to sign-up for a retake using the Google form provided by his or her teacher. Failure to sign up may result in students not being able to retake the exam. Retakes will **ONLY** be available on Monday mornings from 8:10 – 9am, Tuesday mornings from 8:10 – 9am, or Wednesday afternoons from 4:10 – 5pm. If a student is not present **BEFORE** the start time (8:10am for mornings and 4:10pm for afternoons), the student will **NOT** be admitted into the retake and will forfeit the opportunity to retake the assessment.
  - b. The teacher administering the retake will collect the remediation material before the retake is given. If the student does not have the remediation ready to turn in, if the remediation is incomplete, or if it is completed incorrectly, the teacher reserves the right to invalidate the retake score.
9. Any and all questions about this retake policy should be directed to Mr. Sakole or Mrs. Davies, the Social Sciences and Global Studies Department Chair.