

Retake Request Form
Fordson High School

To be filled out by student:

Name of student requesting retake _____ ID#: _____

Teacher _____ Subject/Class _____ Hour _____

What chapter, unit, or topic are you requesting a retake for? _____

Original assessment date _____ Original assessment score _____

Reason(s) for requesting a retake _____

To be filled out by Teacher and Student together:

What will you do to demonstrate that you have mastered the content for the retake? Check all boxes that apply.

- ☐ Do / Redo assignments (homework, classwork, Khan Academy)
 - ☐ List specific assignments or show on progress report
- ☐ Do alternate assignment provided by teacher.
 - ☐ List assignments.
- ☐ One hour of tutoring
- ☐ Test / Quiz corrections
- ☐ Other (identify them):

Retest is scheduled for:

☐ Location: _____

Date: _____ Time: _____

I have read the above and the back side of this form

Student Signature _____ Parent Signature _____

For the Teacher Only: Retake Request (circle one): Approved Rejected

Reason(s): _____

Signature: _____

Retake Guidelines

Summative Assessment Retakes

- Only one retake per summative assessment is permitted.
- The higher score is the score of record.
- Students must follow the retake process established in the respective school, but each process should include the following:
 1. A written request by the student, including an explanation for requesting the retake
 2. The student's demonstration of effort to attain mastery learning, which might include test corrections, caught-up homework
 3. The teacher's approval for retake following 1 and 2 above
 4. The student's arranging with the teacher for retake
 5. Completion of the retake within a reasonable time frame, e.g. within 2 weeks of the original summative assessment
- Retakes may be in a different format from the original summative assessment.
- End-of-semester exams cannot be retaken.

Additional Guidelines:

- If a student cheats on a test, the student cannot retake the test.
- A reasonable attempt is made on the original test.
- If a student does not show up for a scheduled retake time and/or date, another retake opportunity will not be scheduled.