**Guideline for a Test Re-Take**

**(Available on formal assessments with a great less than 79%)**

1. Test corrections must be completed and turned in by the fifth day after the test is returned. For example; if a test is turned back on Monday, the corrections must be back by Friday. If a test it returned on Thursday, the test corrections must be completed by the following Monday. The original test and the corrections on a separate piece of paper must be stapled and returned together.
2. Test corrections must be complete and done correctly to retest. There are three parts:
	1. Answer the question with the correct answer. (Restate the question and your answer.)
	2. Explain where you got the information for your new answer. This could be an exact page from the interactive notebook; an exact page and title of a slide share; the name and page number of the book or the title of a video and approximately how far in (by minute) the information was found.
	3. The student must indicate why they missed the question in a complete sentence.

\*\*\*Failure to complete corrections as indicated above, will result in no re-test ability.

1. Schedule and complete the re-test within 5 days of the test correction due date. Note: this might necessitate coming in early to complete the retest.
2. Regardless of the score on the second test, the student’s grade will not be higher than a 79%.
3. If the student fails to complete the test corrections or the retake within the deadlines, the original grade will stand.