



## Westside High School Retake Policy

### District Policy on Retakes:

#### DISTRICT GRADING POLICY

The District's grading policy shall include the following provisions:

1. A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment;
2. A classroom teacher shall not be required to assign a minimum grade for an assignment without regard to the student's quality of work; and
3. A student shall be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Source: Board Policy, EIA, Local

At Westside, a retake is an assessment that matches the rigor and objectives of an original exam. Retakes often increase a student's grade, but the primary purpose is a second opportunity to demonstrate mastery of course material.

Retakes should be similar in length and rigor to the original assessment and must NOT be designed for the purpose of raising a grade (i.e. significantly shorter assignment, completion grade, etc.)

### Retake Guidelines

- All teachers must follow Policy EIA (Local).
- All **major grades** are eligible for a retake.
- Assignment must have been attempted to be eligible for a retake.
- Retake must be completed within two weeks of original test grade being posted in PowerSchool.
- Retakes are for failing grades (below 70).
- Students with absences still have the opportunity to have a retake for a make-up exam.
- Retakes are not allowed for final exams.

### Retake Process

- Prior to retaking, students must complete one or more of the following, determined by the teacher:
  - Attend necessary tutorials
  - Complete alternative assignment
  - Complete necessary homework
  - Complete test corrections
- After a student completes a retake, the teacher has a week to grade the assessment.
- All retake grades are capped at a 70.