Retake Policy

**1) You can only retake Quiz, Assessment, or Test submitted by due date/time.**

**2) Retake will be scheduled and Retake form must be submitted within 24 hrs once the result is posted (on Canvas or PowerSchool). And it is the duty of the student to constantly check grades posted online (on Canvas or PowerSchool) . IF you already know you failed a task, you can email  a notice that you uploaded (hand-in) completed retake form asap without waiting for the grade to be posted.**

**3) You can have a maximum of TWO retakes per cycle. (Choose one that has the highest percent contribution toward your cycle grade.)**

**4) The MAXIMUM RETAKE grade is 70.  If a retake grade is less than 70, the assignment grade will be the higher of the two grades (original and retake grades).**

**5) You can take the retake after teacher receives email notification that the completed** [**RETAKE FORM**](https://canvas.houstonisd.org/courses/66589/files/7265841/download) **located in the "**[**Class Documents**](https://canvas.houstonisd.org/courses/66589/files/folder/Class%20Documents)**" has been UPLOADED in one of the 2 links. See Retake Submission folder in the Cycle folder.**

**6) Student absent on date of retake forfeits the retake. No grade change done.**