**Test Retake Plan of Action**

**(to be completed by the student)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class pd.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

|  |  |
| --- | --- |
| Request for retake |  |
| Test Re-take Date |  |

**Analysis of Past Performance**

I did not pass this test because I . . . . . (Check all that apply)

o Should have studied more

o Should have paid more attention

o Used my time poorly

o Should have done my homework

o Wasn’t prepared for class

o Should have taken notes

o Should have come for extra help

o Should have asked questions

o Did not follow instructions

o Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I studied \_\_\_\_\_\_\_ hours for this test. This is how I studied …

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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On this test, I did not understand . . . . .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Rules for Re-takes**

* The test retake must be student initiated.
* All requests must be submitted within 5 school days, after receiving original test grade.
* The new grade will not be greater than an 70.
* Retake tests may be of various formats.
* **All assignments**, study guides, quizzes, and projects for the tested unit must be **COMPLETE** and turned in prior to retake.
* A parent signature must be included on this form.

**Planning for the Future – To be successful on your re-take you MUST prepare for the exam/test/quiz. Circle a minimum of 2 of the items below and submit evidence that you completed these with your re-take**

|  |  |
| --- | --- |
| Complete ALL missing previous assignments **(THIS IS REQUIRED!)** | Make flash cards using key vocabulary & concepts |
| Rewrite lecture notes in detail | Work extra problems |
| Reorganize notes into new format | Link the material on this test to previous information |
| Rework all examples | Illustrate complete concepts with pictures/poster |
| Outline the appropriate chapter/section(s) in the textbook. | Write a summary of how this material is relevant to a current news story |
| Attend a tutorial session | Search the internet to find additional – lecture, demonstrations, examples, practice problems, etc. |
| Rework/correct previous assignments | Your pre-approved idea…. |

I understand my child will stay retake his/her test on the approved date and that evidence of learning is required before the redo assignments will be administered.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_