***Mrs. Scheib’s Math Revision Policy Clarifications***

**RE-TAKES:**

* Re-takes will be given within 10 calendar days after an assessment has been returned.
* Re-takes will be offered during school unless they will take more than an Ac. Lab (25 min) or lunch block (30 min). They will then be offered before/after school.
* The dates of the re-take will be announced & posted in my classroom the day the assessment is handed back. A sign-up sheet will be posted on Google classroom.
* You will have to complete the requirements listed below in order to re-take any assessment.
* ***\*\*\*The grade recorded will reflect the most recent grade, even if it is lower.\*\*\****

**REQUIREMENTS:**

The purpose of retaking an assessment is for you to have an additional opportunity to demonstrate your understanding. Retaking an assessment takes time on both your part and mine.

If you follow the guidelines below, your grade will most likely improve.

**A retake will only be allowed if all guidelines below have been followed.**

* Make corrections to all problems answered incorrectly. That means…
* For each problem that didn’t receive a 4, re-write the original problem then show your corrected answer with all work.
* Put all revised problems on a ***separate*** sheet of paper. Do NOT make corrections on the actual assessment.
* Complete an assignment reflection form**.** A parent/guardian signature is **required** on the reflection form. These are located in my room (hard copy) and on my Google classroom (can be printed at home).
* Reflection form, with corrections & original assessment, must be handed in **at least 2 days** **before** the re-take date. You may be required to stay in during lunch or after school for additional instruction/help.
* Hand in your revised work in the following order:
  + first – signed & completed reflection form
  + second – corrections
  + last – your original assessment. You must have **all 3** or you will not be allowed to retake.
* The re-take dates/times will be announced and posted the day the assessment is handed back. You should put those dates into your agenda immediately.
* ***If you do not attend one of the re-take sessions, no other opportunity will be given and your grade will remain the same.***