



Intermediate Summative Assessment Retest Request Form

Student Name: _____

Title of Summative Assessment: _____ First Score: _____

Three items from the list below must be completed and returned on the day of the retest to prepare for the retest. The student may not retest without these items.

- I reread the text book and made required test corrections (return corrected test) on the first test.
- I made a new practice test to review the concepts.
- I recopied the notes and/or study guide.
- I completed a review packet (if provided from the teacher).
- I made flashcards and reviewed them with someone.
- I made a game to review the concepts.
- I reviewed the concept using IXL, Think Central, or a teacher approved online resource.
Website: _____ (just list website)

I understand that it is my responsibility to help myself prepare for the retest.

Student Signature: _____ **Date:** _____

I have monitored my child's preparation for this retest and I feel that he/she is prepared and all classwork and homework has been completed.

Parent Signature: _____ **Date:** _____

Mastery Learning

At Saint Anne-Pacelli we follow the model of learning to mastery in education. This means that we want all students to succeed and master content as we continue to build on new skills. Through this model, students develop a growth mindset and can take ownership of their learning.

How do we achieve mastery?

1. Pre-assessments are used to evaluate students' prior knowledge of concepts.
2. Targeted lessons on concepts are presented to the whole group and in small groups.
3. Students move to small groups and independent practice of concepts.
4. Students are evaluated daily through formative means to assess understanding of concepts. They are encouraged to ask questions and engage in meaningful discussion.
5. Reteaching and review of concepts occurs as needed to the whole group, small groups, and individual students.
6. Students are expected to follow through with assigned classwork and homework (including studying) to practice concepts.

Test Retake Policy

As part of this model, it is understood that students may just need more time to review the concepts or have an off day when taking a comprehensive test. To this end, we want to be sure to provide the opportunity for students to show what they truly have mastered.

Any student is eligible to request another attempt at mastery if they have completed all required classwork and homework prior to the initial assessment.

Please read the retest guidelines below:

- The request must be made by parent or student upon receipt of the graded test in the Weekly Blue Folder. **The retest form must be completed and returned in the Blue Folder the next day.**
- The teacher is not responsible for initiating a retest.
- **The student must complete the retest of the summative assessment on the date and time assigned by the teacher. The teacher will email the day and time of the retest when the form is returned.**
- The format of any summative assessment may be changed for the retest.
- Only one retake for each summative assessment will be given and the highest score will be recorded in PowerSchool.
- This policy applies to tests only, not quizzes or "cold read" assessments.

All requests for a retest **must be accompanied by a Summative Assessment Retest Request Form** which outlines the student's responsibility to prepare for the reassessment. These forms can be printed from the class website.