Retake Policy 2018-2019

In the event that you would like to retake a quiz or test, you must follow these rules:

1. You may not retake any assessments during class. Retakes should always be done on your own time: lunch or study hall. Please do not ask your other teachers to miss class for a retake in my class.
2. All assessments must be taken within a TWO WEEK period of time once the grades have been posted in Home Access.
3. You may not retake any assessments the last week of any marking period. That means, if you are given a quiz or test during the last week of any marking period, that quiz/test is not eligible for a retake.
4. You may retake a quiz / test only once.
5. No Quarterly, Midterm, or Final Exams may be retaken.

Prior to retake a quiz or a test, you must do the following.

1. Tutoring. Find a time to attend the before or after school help. Make sure you sign in as proof that you attended. You should take notes about what you reviewed with the tutor and be prepared to show them to me. You must go to the tutoring session with specific questions.

2. Make an appointment with me to retake the quiz / test.

Before and After School Help

In the Library

Monday – Friday 6:45am-7:10am

Tuesday & Wednesday 2:30pm- 4:00pm