**Westside High School Retake Policy**

**District Policy on Retakes:**



Source: Board Policy, EIA, Local

At Westside, a retake is an assessment that matches the rigor and objectives of an original exam. Retakes often increase a student’s grade, but the primary purpose is a second opportunity to demonstrate mastery of course material.

Retakes should be similar in length and rigor to the original assessment and must NOT be designed for the purpose of raising a grade (i.e. significantly shorter assignment, completion grade, etc.)

Retake Guidelines

* All teachers must follow Policy EIA (Local).
* All major grades are eligible for a retake.
* Assignment must have been attempted to be eligible for a retake.
* Retake must be completed within two weeks of original test grade being posted in PowerSchool.
* Retakes are for failing grades (below 70).
* Students with absences still have the opportunity to have a retake for a make-up exam.
* Retakes are not allowed for final exams.

Retake Process

* Prior to retaking, students must complete one or more of the following, determined by the teacher:
	+ Attend necessary tutorials
	+ Complete alternative assignment
	+ Complete necessary homework
	+ Complete test corrections
* After a student completes a retake, the teacher has a week to grade the assessment.
* All retake grades are capped at a 70.