

Kensington Woods SCHOOLS

Request to Revise or Retest

The Basics:

Name: _____

Date: _____ Class and Block: _____

What assessment are you revising or retaking? _____

When will you be retesting or when will you turn in the revised assessment? _____

Please note, retests must be taken outside of class time and prearranged with teacher.

Reflect:

Previous Score: _____

What caused you to earn this score? _____

What did you do to improve your understanding of the concepts assessed? (Please list multiple things)

Documents to Attach:

- Previous assessment (if applicable)
- Previous rubric (if applicable)
- All Formative Assessments from the unit. See your teacher if you need clarification.

Request:

I request the opportunity to revise or retest to prove my better understanding of the concepts assessed. I have worked hard to improve my understanding of this concept.

Student signature: _____

Parent/Guardian signature: _____

Mastery Learning Philosophy: *Practice Leads to Success*

What is the Mastery Learning Philosophy?

At Kensington Woods, we believe in a Mastery Learning Philosophy that allows students to develop their skills and knowledge until they can demonstrate mastery of the content. For learning to happen best, teachers need to monitor where students are at during the learning process. Therefore, we expect students to complete all formative (practice) assessments in preparation of the required summative assessments to be turned in or administered on the date they are due as a checkpoint and to provide students feedback at regular intervals.

Summative Assessment Policy

Students are expected to take or turn in summative assessments on the date due or zero credit will be given. Students will not have the opportunity to retake the assessment or turn it in at a later date with exception of the following:

- If students are absent on the day of the assessment, they are expected to take/turn in the assessment the day they return. If a student is absent for more than one day prior to the assessment, the standard absence work policy rule applies: one day extension is given for every day the student was absent.
- If a student does not pass the assessment, they are expected to follow the Mastery Learning Steps to revise their grade.
- Extensions may be requested a minimum of 24 hours prior to the due date. They will be granted at the discretion of the teacher.

Mastery Learning Steps

- Fill out and turn in the Request to Retest or Revise form
- Turn in all formative/practice work from the unit, along with the previous assessment and rubric, if applicable.
- Retesting must take place outside of class time (after school, Advisory, Study Skills, Math Lab, etc.), with prior arrangements made with the teacher
- Retakes or revisions must be taken/turned in within 2 weeks after students receive the assessment back with feedback from the teacher.
- Please note, teachers may add additional expectations if appropriate for their class.