

**Pelham Memorial School**  
**Eighth Grade**  
**Retake Protocol**

The Retake Protocol has been initiated for your son/daughter. Please review the guidelines below as well as the attached plan. The Retake Protocol process will not begin until all three parties have signed in agreement. The guidelines provide consistent and clear expectations for all eighth-grade students at PMS. Teacher discretion may be used with the guidelines when appropriate to support students in their learning.

Please be aware that in certain cases a reassessment may not be allowed. In the event the reassessment will not be allowed, an email notification will be sent home to the parents and it will be clearly outlined in the project directions for the students. (i.e., group presentations, long-term projects, final exams, etc.)

Guidelines for successful completion of retake opportunity:

- Summative retakes will address the competency area(s) in need of improvement.
- Retake has been initiated by the student, the parent, or the teacher no more than two days after the summative score has been published through PowerSchool.
- Formative assignments relative to the summative have been successfully completed - if they have not, they may be part of the retake plan.
- The competency retake score will replace the competency score on the original test (the overall grade will not exceed 80%).
- The retake protocol will be completed no more than **ten calendar days** after the signature of the student, parent, and teacher. Extensions may be granted on a case by case basis as communicated amongst teacher, student, and parent.
- The retake protocol plan shall be determined by the teacher and student, including the content of the plan and the timeline for completing individual assignments.
- Summative retakes will be administered one time per student, per assessment with teacher discretion.

The following to be completed by teacher and student:

Original Summative Grade: \_\_\_\_\_ Retake Subject Area: \_\_\_\_\_

Topic: \_\_\_\_\_

Specific Competency Area being reassessed:

\_\_\_\_\_ Competency 1: Skills and Content Knowledge

\_\_\_\_\_ Competency 2: Problem Solving, Application, and Analysis

\_\_\_\_\_ Competency 3: Communication

(Competency descriptors per subject are found on page 3)

Assignments to be completed prior to retake:

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

Retake Assessment Date: \_\_\_\_\_

\*Note: Each protocol process and its details will be determined on a case by case basis. Circumstances beyond the school or the student's control will be taken into consideration.

\* Retake assessments will contain different questions other than what was on the original assessment, however, they will measure the same competency area. The teacher will determine the prompt for any essay assessments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Competency Description per Subject Area

<b>Subject</b>	<b>C1: Skills &amp; Content Knowledge</b>	<b>C2: PS, Application &amp; Analysis</b>	<b>C3: Communication</b>
<b>Math</b>	<p><b>Solve:</b> The students will be able to apply algebraic and statistical properties to simplify expressions and solve linear equations.</p>	<p><b>Represent:</b> The students will be able to apply mathematical skills and content to represent real-life relationships and solve real-life problems.</p>	<p><b>Communicate:</b> The students will be able to interpret solutions to real-life problems and use proper mathematical terminology to explain concepts and processes.</p>
<b>English</b>	<p><b>Reading and Language Comprehension:</b> Students will develop college and career ready vocabulary, reading comprehension, writing, and grammar usage skills.</p>	<p><b>Analytic Reading and Writing:</b> Students will form and convey their ideas on a variety of topics based on specific use and analysis of evidence.</p>	<p><b>Communication:</b> Students will present, discuss, and publish original works for audiences online and in the classroom.</p>
<b>Science</b>	<p>Students will identify and define important content information.</p>	<p>Students will predict, analyze and interpret data and other observations.</p>	<p>Students will communicate, discuss, compare and contrast and draw conclusions based on information, research and data.</p>

<b>Social Studies</b>	Students will identify and define important content information and knowledge.	Students will predict, apply, analyze and evaluate course content through a variety of sources including primary and secondary sources.	Students will communicate, create, and collaborate through discussion, presentations and other assessments.
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