

Test or Quiz Re-Assessment Guidelines

Rationale:

- Purpose: The primary purpose of assessment is to improve student learning. This is also the primary purpose of re-assessment.
- Nature of learning: learning is cumulative and developmental. Consequently, students usually have more than one opportunity to demonstrate their learning. The most recent measurement of student achievement is usually the most accurate measurement.
- Practicality: A teacher's lesson preparation, assessment creation, and grading time is a limited resource. Given this reality, students should not have an unlimited number of opportunities to re-do a test or a quiz.
- Re-learning: Re-learning and revision are "correctives" that are required before reassessment is permitted.

Procedure:

1. Students who would like to re-take a test or a quiz, or students whose teachers recommend that they retake a test or a quiz, need to submit a completed Test or Quiz Reassessment Application Form (please see form overleaf). This application form does not apply to final examinations.
2. This form and three pieces of evidence of re-learning and revision must be submitted to the teacher within two weeks of receiving the graded test or quiz.
3. The teacher will determine if the student's re-learning evidence is sufficient. If it is, then a re-assessment time, outside regular school hours, will be determined by the teacher. The supervisor of the re-assessment will likely not be the student's teacher.
4. Students may re-take any test or quiz only once; the average score between the original test/quiz and the re-assessment will replace the original test/quiz grade.
5. A student may only retake up to two tests/quizzes in a given course.
6. The format of the reassessment may be different than the original test or quiz.
7. A reassessment may not occur during the week prior to the issuance of report cards.

References:

1. Canada. Alberta Education. *Guide to Education ECS to Grade 12, 2016-2017*. Edmonton: The Crown in Right of Alberta, 2016. Print. Guide to Education.
2. O'Connor, Ken. *Fifteen Fixes for Broken Grades: A Repair Kit*. Toronto: Pearson, 2012. Print.
3. O'Connor, Ken. *Essentials for Principals: The School Leader's Guide to Grading*. Bloomington: Solution Tree/NAESP, 2013. Print.
4. Wormeli, Rick. "Redos, Retakes, and Do-Overs, Part One." YouTube. Stenhouse Publishers, 14 Dec. 2010. Web. 09 Mar. 2017. <<https://www.youtube.com/watch?v=TM-3PMfifvI>>. video
5. Wormeli, Rick. "Redos, Retakes, and Do-Overs, Part Two." YouTube. Stenhouse Publishers, 15 Dec. 2010. Web. 09 Mar. 2017. <<https://www.youtube.com/watch?v=wxvzEcOrvs>>. video

Test or Quiz Re-Assessment Application Form

A. Procedure:

1. Student completes reassessment application form, signs it and parent/guardian signs it.
2. Within two weeks of receiving the graded test or quiz, the student submits the form to the teacher and shows evidence of re-learning and studying (minimum 3 pieces from the list on the application form)
3. Teacher inspects evidence of re-learning and if satisfied, fills in the re-assessment date and signs
4. Teacher staples the original assessment to this form and brings it to the re-assessment.

B. Re-learning activities and evidence of completion - check off 3 and show evidence:

<p>ACTIVITY: complete missing assignment</p> <p>Make flashcards</p> <p>Create practice assessment</p> <p>Tutoring with a teacher or qualified adult</p> <p>Complete Internet review provided by teacher</p> <p>Design a review game</p> <p>Make a poster explaining a topic or process</p> <p>Create a web diagram</p> <p>Write a summary for each of the topics</p> <p>Complete review exercise in the textbook</p>	<p>EVIDENCE: completed assignment (<input checked="" type="checkbox"/>)</p> <p><input type="checkbox"/> Completed flashcards (minimum 10 flashcards)</p> <p><input type="checkbox"/> Completed practice assessment + answer key</p> <p><input type="checkbox"/> Signed note documenting tutor time (min. 1 hr)</p> <p><input type="checkbox"/> Screenshots showing completion</p> <p><input type="checkbox"/> Completed game</p> <p><input type="checkbox"/> Completed poster</p> <p><input type="checkbox"/> Completed diagram</p> <p><input type="checkbox"/> Completed summaries</p> <p><input type="checkbox"/> Completed exercises</p>
--	---

C. Please answer the following questions:

Title and date of original test or quiz: _____

Date by which re-assessment must be done: (to be filled in by teacher) _____

Grade on the original test or quiz: _____

Goal for the re-assessment: _____

Reason for needing the re-assessment (% grade): _____

Steps I have taken to prepare: (check off 3 "evidence" pieces from the list above)

Date and time of re-assessment: (to be filled in by teacher) _____

D. Signatures:

Teacher signature: _____

Student printed name and signature: _____

Parent/Guardian signature: _____