

RETAKE POLICY

For QUIZZES Only

- **School Retake Policy:**
 - IF you earn less than a 65%, you can request a retake.
 - You will need to contact me to find out exactly what you will need to do in order to earn that retake.
 - You can only score up to 80% on a retake.
 - After the quarter is over, you cannot work on quizzes from the previous quarter.

Don't WAIT:

Quiz Retakes CLOSE on the Quiz End Date!

You need at least 3 days for this process.

To Retake a Quiz in Science:

1. **Check your score** – is it LESS than a 65%?
2. **Check the calendar** – do you have time to complete a retake BEFORE the END Date?
3. **IF you answered YES to questions 1 & 2 ... EMAIL your teacher to request the retake.**
 - Request must come from student email account.
 - You can only request one retake at a time.
 - You can only retake a quiz one time.
4. Via email, you will get a copy of the BLANKS Study Guide (it will have blanks) **that you MUST complete.**
 - This shows you have reviewed the material and are ready for a retake.
 - Use the completed Study Guide *from the Study Guide Module* of the course to complete the blanks in the BLANKS Study Guide.
5. **Email the completed BLANKS Study Guide BACK to your teacher.**
 - The teacher will review your answers to make sure you completed the assignment correctly.
6. Your teacher will let you know via email that the quiz is available for retake.
7. You will have **24 hours to complete the retake or the end date** (if reopened on a Friday).