



Mater Dei Test Retake Policy Instructions

The Mater Dei Test Retake Policy will apply to all major assessments (tests, papers) in all classes (except AP Classes) taken on or before November 26.

- Does NOT apply to group projects, quizzes, HW, daily classwork, minor class assignments.
- Does NOT apply to papers where the student already had a chance to revise with the teacher's feedback.
- Does NOT apply to final exams.
- Does NOT apply in AP classes.

Logistical information

1. Students must retake the assessment within 14 days of receiving the original graded assessment.
2. Student can only retake each assessment once
3. Students must attend 3 hours of MD tutoring to be eligible
 - a. This can be substituted by the teacher if the student works with the teacher instead of accumulating hours in the tutoring center
4. Students must complete an eligibility form (below)
 - a. Have it signed by the teacher upon deciding to re-take the assessment, then verified by Ms. Morris after each session attended
 - b. Ms. Morris will also verify through email that the student is eligible
5. The student will receive the average of the original assessment and the retake
 - a. If a student scores lower on the retake, the original score remains
6. Retakes do not affect eligibility. No new report cards will be issued with updated grades

Student Directions

1. Obtain a form from your teacher, Schoology page, or Tutoring Center
2. Notify the teacher that you wish to re-take an assessment, and have the teacher sign the form
3. Attend tutoring, and have an MDCHS faculty tutor verify your hours of attendance through signature on the form. You must be there for a minimum of 60 minutes to receive tutoring credit for a retake.
4. Bring signed form to teacher and schedule the re-take with your teacher