American International School of Ethiopia

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AISE TEST RETAKE FORM

Name:	**Original Date of Assessment:**
Grade and Section:	**Numerical Grade:**
Assessement Name:	**Teacher:**
Subject:	

General Information:
Since the goal is for students to master content and skills, students will be allowed to retake/redo major tests and assessments; however, students must commit to doing their part in preparing for the re-test. Students must initiate the request to retake/redo a test within 10 days of receiving the grade on the test. Students are allowed to retake/redo a major test one time. The student and parent must complete this form and submit it to the school office. Following a re-test, the higher grade will be recorded in the grade book. Students may retake/redo a test where the initial score is below an 83. Scores of 83 and above are not eligible for retake/redo.

Student Section:
I understand that, to master this topic, I must make an effort to learn the information. I will do two of the following to prepare for the re-test. Check all that apply. You will be required to show evidence of your preparation for the test.

_X_ Attend a minimum of five tutoring sessions with the teacher after school tutorial. **THIS IS REQUIRED.**
____ Review notes, study guides, and other related materials.
____ Prepare flashcards, Quizlets, or use other strategies to review content.
____ Other _____

I would like to retake the test on the following date: _____

I would like to retake the test during the following time: (Check one of the options below.)
_____ Before school, 7:45-8:30 a.m. You will need a pass from the teacher the day before you plan to re-test so you can leave the cafeteria before the bell rings.
_____ After school tutoring time (3:15-4:15 p.m)

Parent Section:
I agree to help my child study and prepare for the re-test.
I agree to have my child at school by 7:45 a.m. if he is approved to take the re-test before school.
I agree to pick up my child by 4:15 p.m. if he is approved to take the re-test after school.

_____ _____ _____ _____ _____
Student Signature Date Parent/Guardian Signature Date