

# Reassessment Policy at Brookman ES

Assess

Students have the opportunity to retake summative assessments in which they received a grade that they would like to improve by completing the following:

1. With the teacher's help, develop a **Plan of Improvement** that includes **three activities** that will reinforce the standard(s) to be mastered.
2. Complete the ***Request to Retest*** form.
3. Utilize previous formative assessments, homework, and other assignments to prepare for retake.
4. **Attach evidence** of the three activities you completed to improve your understanding to the *Request to Retest* form and submit to the teacher.



Brookman Elementary  
Student Request to Retake

Basic Information

o Name: \_\_\_\_\_

o Date: \_\_\_\_\_

o Standard being assessed: \_\_\_\_\_

Reflection

o Previous score: \_\_\_\_\_

o Why? \_\_\_\_\_

\_\_\_\_\_

Three activities I completed to improve my understanding of this concept:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date I will be ready to retake is: \_\_\_\_\_

Attachments

☒ Previous test with parent signature

☒ Proof of your 3 activities

Request

I request the opportunity to \_\_\_\_\_  
understanding of this concept.

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

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

The highest grade is recorded in the grade book.