

## Morton Ranch High School Retest/Redo Procedure

In keeping with the Katy ISD belief that students should have the benefit of continuous opportunities to learn, and that a student's mastery level shall be a major factor in determining the grade for a subject or course (Policy EIA Local) MRHS has established the following campus retest/redo procedure as part of the standard grading practice for all courses. These procedures apply to all high school courses that receive a letter grade, including Pre-AP and AP courses. Dual Credit college courses follow college grading procedures and are therefore exempt from the retest/redo procedures. Final Exams are not eligible for a retest/redo.

- When a student makes a 69 or below on any assignment that counts as a "major" category grade in the gradebook (such as a test, project, research paper, performance, etc. the teacher must allow the student the opportunity to retest/redo. Some departments may choose to use spiraling as a form of retesting.
- The student will be encouraged to attend a teacher-facilitated tutorial to review the concepts/objectives that the student did not master before taking a retest.
- The highest grade the student can earn on the retest/redo is a grade of 70. If on the retest/redo, the student makes a higher, but still failing, grade, the teacher should record the higher of the two grades in the gradebook. If the student earns above a 70 on the retest/redo, the teacher will enter a grade of 70.
- The retest/redo must be completed within a 2 week time period. The teacher will administer the retest at a time determined by the teacher and communicated to the student. If the timing of the retest/redo overlaps into a new grading period, the grade can be changed as a result of the retest/redo, but UIL eligibility may be impacted.
- For purposes of this procedure, retest, redo, and spiraling are defined as follows:
  - Retest- an alternate test given over some or all of the objectives covered in a previous test. Retests may or may not be of similar length or format compared to the original test. A typical retest will include the most commonly missed concepts from the original test.
  - Redo- refers to students being given the opportunity to make corrections or revisions to a previous assignment, or to submit a completely new assignment, to demonstrate their mastery of the concepts that were assessed in the assignment. The teacher will determine whether a partial (corrections or revisions) or complete redo is required, and will communicate those requirements to the student.
  - Spiraling- Exams are cumulative. Material from the previous exam is on the upcoming exam. If students perform better on the next exam, the previous exam grade is replaced with the better exam grade (max grade is a 70).