

Katy ISD Virtual School Retake Procedures

February 10, 2020

Courses in the Katy ISD Virtual School will adhere to the following retake procedures. Students should be familiar with all statements. If students have questions about these retake guidelines they should ask their teacher.

1. If a student chooses to retake a failed test in the Major category:
 - a. The average of the original grade and the retake grade will be the replacement grade entered in the District grade book but the maximum replacement grade possible is a 70.
 - b. If the original and the retake grade are failing, do not average. The highest grade of the two tests will be used as the replacement grade.
 - c. Semester exam, projects, essays are not available for retesting.
2. Students have one retake opportunity per test in the Major category.
3. It is the student's responsibility to request a retake by notifying the teacher using the learning management system.
4. The teacher will notify the student of the date(s) the retest will be available using the learning management system notifications which will send an email to the student's Katy ISD email address.
5. If the failure is due to academic dishonesty, there is no retake option.
6. Retake tests must be completed within 5 days of the failing grade being posted.
7. Students may only retake a test in the Major grade category. Semester exam, projects, and essays are not available for retesting.
8. There is one attempt per test.
9. If the failing test grade is at the end of six weeks and the retest is not completed prior to the end of the six weeks, the student may receive an "I" on their Report Card.
10. Retake procedures during the summer may be different due to the shortened nature of the course. Please check with your instructor regarding summer term retake procedures.