



"Nurturing and High Achieving"

Northbrook Middle School

Test Retake Request Form



My child has expressed an interest in retaking his/her most recent summative assessment in _____. The test was returned to my child on _____.

Northbrook Middle School students are given multiple opportunities to demonstrate mastery of the AKS being taught in _____ (*Insert grade level and content area*).

***This retake opportunity is limited to summative assessments only.** Summative assessments include: unit /chapter tests and common assessments. **Summative Projects may be redone in entirety during Saturday School. Interim assessments, final exams, quizzes and informal assessments are excluded.**

The following requirements should be completed prior to retaking the test.

Please initial the following:

- _____ I have signed my child’s summative assessment and understand his/her desire to retake the test.
- _____ I have contacted _____(insert teacher’s name) to confirm that my child is eligible for a retest.
- _____ My child has submitted all of his/her work for this unit and has no missing assignments at this time as shown on the GCPS Parent Portal. (Please check the GCPS Parent Portal).
- _____ My child has completed the tutorial required (see individual teacher for more details) **OR** attended the required help session on _____
- _____ My child will retake his/her test by (**the content area teacher will enter the Day, Month, Date and time**), which is within **ten** days of the date the test was returned to my child.

**High school EOC classes are subject to the PRHS retest policy.*

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____

Parent Phone Number: _____

Parent e-mail address: _____

(Section to be completed by the teacher and signed copy returned to the student.)

Review Session (suggested): Date _____ Time: _____

Retest Opportunity Date _____ Time: _____

I choose not to take advantage of the retest opportunity for this test. I understand that I am able to retest each summative assessment in order to prove mastery and improve my grade. I also understand that in order to gain promotion to the next grade I must pass 4 of 5 classes, two of which must be Math and Language Arts.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____

***Please complete and return to the Content Area Teacher.**