

Self-Reflection Form (prerequisite for a retake)

You are allowed to retake summative assessments, where this will be of clear educational benefit to you. Before deciding to retake an assessment, please take into consideration the below aspects.

Be respectful:

Being well-prepared for an assessment shows respect to yourself, to your peers who have also prepared, and to your teacher who has prepared the assessment.

Be responsible:

Preparing in a timely and organised manner shows that you can be responsible for your own learning and progress. It also allows your class to continue learning as planned.

Be safe:

Staying organised with your deadlines and tasks will ensure you have a positive balance between schoolwork and free time, helping you to avoid stress.

Please keep in mind that the grade you got in your summative assessment will likely reflect the amount of effort you put in or the way in which you prepared for the assessment. Please note that the grade on your retake assessment will supersede the original grade. For example, if you get a lower grade on the retake, this is the grade that will then be recorded in ManageBac.

This form must be completed (using complete sentences) and handed to your teacher within two school days of receiving feedback on your original assessment. The assessment will then take place within 2-3 weeks.

Name	
Class	
Teacher	
Which assessment do you wish to re-take?	
Original level	
What were the reasons for not doing as well as you wanted on the original assessment? Please list any special circumstances here.	

<p>What do you identify as areas of improvement for yourself? Please refer to the feedback you received on your original summative assessment.</p>	
<p>What do you hope to achieve by retaking the assessment?</p>	
<p>Provide a detailed outline of what you are going to work on, and how much time you estimate you will use for this.</p>	

I acknowledge that the new grade will supersede the original grade.

Name

Date

Parent name

Date

Parent signature

I approve that *(student name)* _____ can retake the following assessment: *(name of assessment)* _____

Teacher name

Date