

Ms. GROVES PROFICIENCY ASSESSMENT RETAKE POLICY

1. What are Graduation Standards?

- Algebra classes have 3 Power Standards that are to meet graduations requirements:
 - Numbers and Quantity (NAQ),
 - Algebra (ALG), and
 - Functions (FUNC).
- Each of these graduation standards are broken down into **Performance Indicators are called PI's**. The rubrics for the PI's are on my website:
<http://www.brunswick.k12.me.us/pgroves/algebra-graduation-requirements/>

2. How are Standards Assessed?

- **Standard Assessments will be abbreviated S.A.**
- PI's will be assessed over the course of the year. Once a PI is assessed it will be given a score –
 - Does Not Meet (DNM),
 - Partially Meets (PM),
 - Meets (M), or
 - Exceeds (E).
- Students **MUST** “Meet” or “Exceed” each PI.
- For each PI, a student scores a “Partially Meets” or “Does Not Meet,” they will need to Retake the assessment.
- Students will be **limited to 2 Retake opportunities** to meet the standard for full credit (students must complete in the quarter the S.A. was given).

3. Student Ownership:

- Students are responsible for checking *PowerSchool* for your current *Standards Progress*.
- Students are responsible to follow the **Retake Policy** outlined below.
- Students are responsible for making sure they are meeting their Power Standards!!!
 - To advance to Geometry next year the 3 Power Standards **MUST BE MET**.
 - If the Student does NOT meet the 3 Power Standards, they will receive an incomplete for their Algebra 1 course until they are met.

4. Times Ms. Groves will be available for meetings and administer Retakes:

Email me 24-hours in advance for meetings so I put you on my calendar and wait for a confirmation email from me.

In your email, let me know what the purpose of the meeting will be, such as: (1) review your original S.A.; (2) answer your questions on concepts; and (3) schedule your Retake.

These are my available times:

- FLEX – limited to 2 students per FLEX
- STUDY HALL (5/6B) – limited to 6 students per SH
- TUESDAYS, 2:10-3PM – limited to 6 students
- BY APPOINTMENT – 3/4B, 5/6O, MONDAY AND FRIDAY AFTER SCHOOL

5. Check list to prepare for Retake:

- Meet with Ms. Groves to review the assessment. **Assessment will NOT be returned to the student.** Students should take notes on what they did wrong to help them study for their retake.
- Complete **yellow copy** “Practice Assessment” located in the crate in the back of my room. **Work MUST be shown clearly to demonstrate complete understanding of the concepts.**
- Self-correct **yellow copy** “Practice Assessment” from my website:
 - <http://www.brunswick.k12.me.us/pgroves/algebra-graduation-requirements/>
- Hand in to your class box the self-corrected yellow copy “Practice Assessment” with work clearly to shown to demonstrate complete understanding of the concepts.**
- Wait for confirmation from Ms. Groves** that your **yellow copy** “Practice Assessment” was completed correctly **to set up time to take Retake.**
- (optional-email to set up time) Meet with Ms. Groves if you have any questions on concepts. Remember, students will be limited to 2 Retake opportunities. Make them count!
- Email Ms. Groves to set up a time to Retakes. See above for available times.