



THE **Guthrie** CENTER

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2016-2017 Guthrie Retesting Policy

In our quest to do what is best for our students while maintaining the integrity of each program, our retesting policy is outlined below. We base it on the fact that if an assignment is completed incorrectly on the job, an employee is required to go back and redo it the right way.

In reflection of district policy, students have the opportunity to retest assignments in the major grade category providing:

- The student must initiate the request within a reasonable period of time after notification of a failing grade.
- Students found cheating on the original assignment are ineligible.
- The retest will cover the same material as the original but may be in a different format with different questions
- The student may be required to attend tutorials, or perform other tasks as requested.

This policy does not apply to:

- Final Exams
- Any non-repeating performance or event
- Dual Credit classes

Grading the Retake

- The retest will be administered in a format at the teacher's discretion.
- The student can earn only up to the minimum passing grade, which will replace the original grade on the original date. If the make up is lower than the original test, the original grade will remain.

Joe Kolenda