

Missed Test / Re-Test Policy

In an attempt to address chronic absenteeism during scheduled exam times, and to determine when re - tests should be considered, the following procedures will be implemented. (For the purpose of this policy, the word “exam” will be used and include tests, quizzes, exams, and unit exams)

Missed exams will be scheduled outside regular class times. They may / will be scheduled during lunch hour and / or after school. If an exam is missed in the morning, the student(s) will be expected to write the exam after school the same day, if the student(s) attend the afternoon session. If not, the exam will be held the following school day. It is vital that missed exams be conducted quickly to allow for the return of exams to students within a reasonable time frame. In this way assessment will be effective. St. Joseph’s All Grade has a three day turn around for correction of exams.

Students will be responsible to arrange for their transportation home after the examination period regardless of where they reside.

Re - testing has to be considered when a significant percentage of students in a given course fails an exam. There will be a need to re - teach areas of concern, or do a complete review of the material covered again. When this happens the re - test will take place during scheduled class periods. Any student can do the re - test, when one is warranted, regardless of a pass, or failing grade. No student can receive a grade less than the original grade. Whichever grade is higher will be taken for recording purposes. There will not be an averaging of the grades.

Twenty - five percent (25%) or more of students failing an exam in a particular course will automatically result in a re - teaching, and re - testing of material.

Teachers can use their discretion and give a retest to any student regardless of the twenty - five percent (25%) terms of reference. However, the student would have to take an automatic after school tutorial, and then take the re - test during after school hours.

Students will be responsible to arrange for their own transportation home after the tutorial and examination periods, regardless of where they reside.

With any policy there can be extenuating circumstances. It is impossible to be prescriptive for all situations that may arise. Therefore, the “Administration” reserves the right to use discretion when administering this policy, and decisions made can vary from the aforementioned policy statements, when, and if, the need can be justified.