

# Assessment Failure Recovery Process

COURSE NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Date: \_\_\_\_\_

## ASSESSMENT

Name/Topic: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 1. NOTIFICATION

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The grade on the indicated assessment is unacceptable. Please review the contents and grading of the assessment with the student.

I, \_\_\_\_\_, have reviewed the assessment with the student and am  
Parent/ Guardian (please print)  
aware of the difficulties he/she is having.

\_\_\_\_\_  
Parent/ Guardian Signature Date

### Step 2. RECOVERY

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The student may recover their grade by completing the procedure outlined herein.

1. A help session **must** be scheduled before attempting to retake the assessment. Please complete the information concerning the arranged session.

Teacher: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

The student did not show for the scheduled review and will not be allowed to complete the re-examination.

The student attended the scheduled review with the following results.

The student is not yet prepared for the reassessment. Results of the review are:

The student is now ready to complete the reassessment. The exam has been scheduled for the following.

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Recovery Grade:

### Step 3. REASSESSMENT READINESS

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I, the Parent/ Guardian, affirm that \_\_\_\_\_ has diligently prepared for the reassessment opportunity provided under my supervision and guidance.

\_\_\_\_\_  
Parent/ Guardian Signature Date