



# Mobile County PUBLIC SCHOOLS

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SUPERINTENDENT Martha L. Peck

MEMO: Principals

FROM: Karen Mohr, Chief Academic Officer  
Helen Miles, Curriculum Coordinator  
Toni Worsham, Curriculum Coordinator

RE: Reteaching/Retesting Guidelines

DATE: August 6, 2015

Many questions and concerns have arisen regarding reteaching and retesting. Reteaching should naturally occur in the cycle of teaching during the first delivery of instruction through checking for understanding, probing questions, and engaging in class discussion. Direct instruction and guided practice should provide many opportunities for implementing reteaching strategies to ensure that 80% of students reach mastery of content before a summative assessment is given by the teacher. Class overall averages with less than 70% proficiency on each standard after a major assessment is given, require teachers to reteach and retest their classes. If the results of any test indicate that a student or students have not mastered the required standards with 60% or better, the teacher must provide reteaching then retesting for those students.

This reteaching and retesting should occur throughout the quarter: during the class period, before school, after school, at another appointed time during the school day and during the bridge. For reteaching to be effective, teachers must use a different approach from the one they initially used - one that builds on previous activities but focuses on the omissions or errors in student thinking that resulted from these activities.

For continuity throughout the district, the following is required of all K-5 teachers for reading and mathematics and 6<sup>th</sup> -12<sup>th</sup> grade teachers in language arts/reading, mathematics, science, social studies, foreign language and electives:

1. Students scoring below 60% must be retested after a period of reteaching;
2. Students will be administered the entire test on which the score was below 60% or another test with the same number of items, same format, and same content as the initial test; students scoring between 60-69 % may opt to retake the major assessment to receive a higher retest grade that will not exceed 70%.
3. Reteaching and retesting must be completed within the quarter the test was originally administered;
4. Reteaching and retesting should occur within five to seven days of the original test administration but must occur before the next test is given;
5. Retesting on any one test may occur only one time; however, reteaching may occur as many times as necessary to ensure mastery before retesting;
6. The original grade will be replaced by the retest grade but **will not** exceed 70%;
7. The End of Quarter Tests (EQTs) will not be retested.



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Please note the following information concerning class averages on major assessments with less than 70% proficiency:

1. Teachers are required to reteach and retest the entire class.
2. Students scoring 80% or above on the original assessment may opt **not** to retake the assessment.
3. The retest grade limit of 70% **does not** apply to entire class retakes of assessments.
4. Teachers must apply the reteach/retest policy for any student scoring below 60% on the entire class retake assessment.

## E.R. Dickson's Assessment Protocol

2016-2017

- Adhere to Assessment Deadlines
- Assessments must be **reviewed and taken** by all members of the grade level before assessments are turned into the Academic Coaches for review.
- Assessments must be initialed by each member of the grade level before they are submitted to the Academic Coaches.
- A test analysis sheet must be attached to all major assessments indicating the standard, DOK Level, Procedural vs. Conceptual (math) and the answer.
- A hard copy and an electronic copy must be submitted to the Academic Coaches for review prior to the assessment being copied or given to students.
- The PLT member is responsible for sending assessments to Print Shop and/or copying the assessment for the grade level. Please be very careful with your copies and your PLT copy number.
- Please make sure the formatting is professional, student friendly, and white space is limited.

Please include the following items on all assessments:

1. Heading
2. Title
3. Year
4. Grade Level
5. Standards being assessed
6. Place for Student's Name and Date

## E.R. Dickson's Weekly Basic Fact Plan

- Students should be engaged in activities daily that allow them the opportunity to develop strategies for fact fluency.
- A timed BF practice should be sent home one night a week for homework.
- A timed BFT should be given once a week and recorded as a grade in work study only!
- Only 3 BFT grade will be recorded in the grade book: Weeks 2, 4, 6
- Kindergarten may place only one fact drill in a minor category beginning 2<sup>nd</sup> Quarter.
- The MCPSS Fact drill will be averaged with the end of the quarter EQT.
- Students should start with nine (9) minutes at the beginning of the quarter. Each week, one minute should be eliminated until you are matched with the district time, which you will remain at for the rest of the quarter. Students should be at the MCPSS goal for at least four (4) weeks prior to taking the end of the quarter BFT.

	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Quarter 1	No Test 1 <sup>st</sup> Quarter	Addition*  Sums $\leq$ 5 10 problems Time: 2 minutes	Addition  Sums $\leq$ 20 50 problems Time: 4 minutes	Addition  Addends $\leq$ 9 100 problems Time: 5 minutes	Multiplication  Single digit factors 0-9 100 Problems Time: 7 minutes	Multiplication  Factors 0-9 100 Problems Time: 5 minutes
Quarter 2	Addition*  Sums $\leq$ 5 10 problems Time: 5 minutes	Addition*  Sums $\leq$ 10 20 problems Time: 3.5 minutes	Subtraction  Minuends $\leq$ 20 50 problems Time: 4 minutes	Subtraction  Minuends $\leq$ 20 100 problems Time: 5 minutes	Multiplication  Single digit factors 0-9 100 Problems Time: 6 minutes	Division  Divisors: 1-9 Quotients: 1-9 100 Problems Time: 5 minutes
Quarter 3	Subtraction*  Minuends $\leq$ 5 10 problems Time: 5 minutes	Subtraction*  Minuends $\leq$ 10 20 problems Time: 5 minutes	Addition & Subtraction (Separated)  Sums $\leq$ 20 Minuends $\leq$ 20 50 problems Time: 5 minutes	Multiplication  Factors 0-9 100 Problems Time: 7 minutes	Division  Single digit divisors 1-9 & Quotients 0-9 100 Problems Time: 7 minutes	Multiplication & Division (Separated)  Factors 0-12 Divisors 1-12 & Quotients 0-12 100 Problems Time: 7 minutes
Quarter 4	Addition & Subtraction (Separated)  Sums $\leq$ 5 Minuends $\leq$ 5 10 problems Time: 5 minutes	Addition & Subtraction  Sums $\leq$ 10 Minuends $\leq$ 10 20 problems Time: 5 minutes	Addition & Subtraction (Mixed)  Sums $\leq$ 20 Minuends $\leq$ 20 50 problems Time: 5 minutes	Multiplication  Factors 0-9 100 Problems Time: 5 minutes	Multiplication & Division (Separated)  Single digit factors 0-9 Single digit divisors 1-9 & Quotients 0-9 100 Problems Time: 5 minutes	Multiplication & Division (Mixed)  Factors 0-12 Divisors 1-12 & Quotients 0-12 100 Problems Time: 5 minutes

\* Kindergarten and First grade basic facts will be tested horizontally. Teachers may want to show students how to fold their paper in half to reduce the number of facts visible at one time.

**First Quarter Assessments Due Dates 2016-2017**

Item	Due Date
• Planning Calendar	August 12, 2016
• Assessment Calendar	August 12, 2016
• Unit of Study # 1	August 12, 2016
• Unit of Study # 2 and Project	September 9, 2016

Math Assessments	Due Date
CFA # 1.1 and Minor 1.1	August 19, 2016
CFA # 1.2 and Minor 1.2	August 26, 2016
CFA # 1.3, and Minor 1.3,* 1.4,* 1.5	September 2, 2016
End of Quarter Test (EQT)	September 9, 2016

Kindergarten only has 3 Major/4 Minors for 1<sup>st</sup> Quarter

Reading	Due Date
2 Major Grades – CFA 1.1 and Foundations (K-2) and Foundations/Vocab. (3-5) and 1 Minor Grade	August 19, 2016
2 Major Grades – CFA 1.2 and Foundations (K-2) and Foundations/Vocab (3-5) and 1 Minor Grade	August 26, 2016
2 Major Grades – CFA 1.3 and Project Grade (K-5 <sup>th</sup> ) and 1 Minor Grade	September 2, 2016
BAS Data Due to King (K-2)	<i>September 13, 2016</i>
End of the Quarter Test (EQT)	September 9, 2016

Kindergarten only has 4 major (2 must be CFAs) and 2 minors for 1<sup>st</sup> Quarter

Language Assessment	Due Date
Writing Rubric #1 (Quarter Specific) and 1 minor grade	August 19, 2016
Writing Rubric #2 (Written Response) and 1 minor grade (handwriting)	August 26, 2016
Writing Rubric #3 (Traits Specific) and 1 minor grade	September 2, 2016

Kindergarten: Three major grades (Can be developmental writing)

1<sup>st</sup> – 2<sup>nd</sup>: Three major grades (only 2 required writings)

**Fourth and Fifth Grade Only**

Science Assessment	Due Date
CFA # 1.1 and 1.1 Minor	August 19, 2016
CFA # 1.2 and 1.2 Minor	August 26, 2016
CFA # 1.3 and or Project Rubric and Minor 1.3	September 2, 2016
End of the Quarter Test (EQT)	September 9, 2016

**Fourth and Fifth Grade Only**

Social Studies Assessment	Due Date
CFA # 1.1 and 1.1 Minor	August 19, 2016
CFA # 1.2 and 1.2 Minor	August 26, 2016
CFA # 1.3 or Project Rubric and Minor 1.3	September 2, 2016