

# Retake Exams

## Competency Not Achieved (Grade C/D)

If a student receives a grade of C/D on an assignment and has not demonstrated sufficient mastery of the required competencies, the following procedure applies:

- The teacher will notify the student and their parents by email and discuss with the student whether they need to retake the entire exam or only the sections requiring improvement.
- The teacher will label the retake exam with the student's name, the date, and the deadline, and submit it to the office manager.
- Students have a maximum of **two weeks** from the date the notification is sent home to complete the retake exam.
- Students are expected to prepare independently at home before attempting the retake.
- Retake exams are administered on **Thursdays from 13:40–15:30** and **Fridays from 12:00–14:00** in Room 10. Punctuality and respect for the time limits are essential.
- Students are not permitted to miss regular lessons in order to take a retake exam.

