

Recording Form for Extraordinary Circumstances

Requiring a Performance Series Retest

This form should be completed for any student that retakes a Performance Series Assessment in the same content area in the same testing window due to an extraordinary circumstance. Two examples of reasons where a retest might be warranted could be: 1) where it is evident to the teacher/principal that a student did not “take the test seriously” yet the Auto-Spoil feature was not triggered, or 2) where an additional data point is needed for informing a placement decision. Retests of these types do not include instances where the “Auto-Spoil” feature is triggered or when the assessment was not in compliance with a student’s IEP. The form should be kept on file at the school site and provided upon request to district administration.

Student Name	
Student ID	
Grade	
Teacher	
School	
Content Area	
Date of 1st Test	
Date of Retest	
Reason for the Retest	
Teacher’s Signature	
Principal’s Signature	