

## SEMESTER EXAM REQUIREMENTS

Every course shall conclude with a final examination in which the student's mastery of the course objectives will be assessed. Further, every full-year course shall include a first and second semester final examination. Examples of final examinations include a summative, written assessment, a culminating presentation or project, a performance-based assessment, and other appropriate evaluations assessing the student's mastery of course objectives. Final examinations will be 60 minutes in length with 10 minutes between exams and will count as 20% of the student's semester grade. A final examination schedule for the fall and spring semesters is set forth by the administration. Typically, the last three days of the fall and spring semesters are reserved for final exams. See the final exam schedule below. During the spring semester, seniors and Advanced Placement (AP) courses will follow an alternative final exam schedule to help prepare for graduation and AP tests.

Teachers must administer final exams during the scheduled times set forth by the administration. Final examinations normally may not be taken in advance of or after the regularly scheduled time except for reason of illness. Exceptions will be made only in emergency or severe hardship situations with approval by the principal.

## EXAM WAIVER POLICY

1. All students will be required to take First Semester Final Exams regardless of grades or attendance unless they are a senior and qualify under the SAT Semester Exam Incentive Waiver (**Begins Fall Semester of 2018-2019 School Year**).
2. A Student will be exempt from taking Second Semester Exams if he/she:
  - a. Has 4 or fewer absences and 4 or fewer tardies for a year long class
  - b. Has 2 or fewer absences and 2 or fewer tardies for a semester class
  - c. Has no unexcused absences for the entire school year
  - d. 80% grade average in a class
  - e. Has no more than 3 after school and/or Saturday detentions for the entire school year
  - f. Has no out-of-school suspensions for the entire school year
  - g. Has no more than 1 day of ALC for the entire school year
  - h. Days missed due to school related events (athletic events, field trips, college days etc.) will **not** be counted as absences.
  - i. Medical/Appointment absences with a note submitted will **not** be counted if proper documentation is on file in the office.
  - j. Illnesses, court dates, emergencies, funerals, and other absences, even though they may be excused will be counted against the days of absences.
  - k. If a student is exempt from a semester exam and chooses to still take the exam, the grade on the exam will be used only if it improves the semester grade.
  - l. If a student is exempt from a semester exam, the student's semester grade will be calculated by averaging the quarter grades together.
  - m. Students who fail either quarter of a given class must take that class's final exam regardless of exemption status.

- n. Teachers have the right to require students to take an exam in a particular class even though the students may be exempt.
- o. The administration will make the final decision regarding semester exam exemption for anything not covered in the policy.

<b>Final Exam Schedule</b>		
<i><b>Day 1</b></i> <i>Regular Day</i> <i>8<sup>th</sup> Period Exam</i>	<i><b>Day 2</b></i> <i>11:30 a.m. Dismissal</i> <i>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Period Exams</i>	<i><b>Day 3</b></i> <i>11:30 a.m. Dismissal</i> <i>4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> Period Exams</i>
6 <sup>th</sup> - 12:41 p.m. to 1:23 p.m.	1 <sup>st</sup> - 8:10 a.m. to 9:10 a.m.	4 <sup>th</sup> or 5 <sup>th</sup> - 8:10 a.m. to 9:10 a.m.
7 <sup>th</sup> - 1:28 p.m. to 2:10 p.m.	2 <sup>nd</sup> - 9:20 a.m. to 10:20 a.m.	6 <sup>th</sup> - 9:20 a.m. to 10:20 a.m.
8 <sup>th</sup> - 2:15 p.m. to 3:15 p.m.	3 <sup>rd</sup> - 10:30 a.m. to 11:30 a.m.	7 <sup>th</sup> - 10:30 a.m. to 11:30 a.m.