

Semester Examination

Policies & Procedures

A Survival Guide for Students

Things to know about semester examinations

1. Your semester examinations will be comprehensive. (Comprehensive = covers entire semester.)
2. The examination periods are 1 1/2 hours long.

Schedule on examination days

8:00–9:30	First examination period + announcements @ 9:30
9:30–9:40	Break
9:40–11:15	Second examination period + announcements @ 11:10
11:15	Dismissal
11:30	Buses run (no lunch served)
12:00	Campus will be cleared of all students.

What happens on examination days

1. No examinations will be given early.
2. You may take only one examination per examination period.
3. You will stay in the examination classroom for the entire examination period.
4. You will not be allowed to go to vending machines or lockers during examination periods.
5. If you have to be at school (because of transportation) but do not have an examination to take during one of the testing periods, congregate outside the front office at the benches. You'll be assigned to classrooms where there is space available.
6. If you come for only the second testing period, enter the building through the front door and wait in the front lobby until 9:30. Don't go to your locker first.
7. If you'll be leaving after the first examination period, clear out of the building by 9:40.
8. There will be no study hall, no Afternoon School, and no Ride Waiting on examination days.

Which examinations are given when?

1. There are two examinations per day (6 total examination periods).
2. You do not have to be at school when you do not have an exam to take.
3. In general, we follow this schedule:
 - First day—first and second period classes
 - Second day—third and fourth period classes
 - Third day—fifth and sixth period classes
4. *What about seventh period classes?* Because of exemptions or classes that do not have examinations (such as fitness or rotation), no student should have seven examinations. (Mrs. Copeland needs to know right away about anyone who does have seven examinations.)

If you have a seventh period examination, you should have some other period available for that examination. Your seventh period teacher will talk to you about when you will take that exam.

5. If you have an open examination period and *if the teacher agrees*, you may arrange to take an examination early during the vacant period. Sometimes a teacher believes that a student will do better if he can take the examination later. Rearranging the order of tests must be worked out between teacher and student. Do not assume that you can rearrange your examination schedule without talking to all teachers who are affected.

Other responsibilities

1. You will wear normal uniform clothing throughout the week.

If you do not follow the dress code, you will not be allowed to take your examination. You will have to come back to school in the afternoon (properly dressed) to take your exam.

2. Students who have excused absences and miss exams must call the office (767-4949) to make arrangements to come in to take their examinations as soon as possible.

Exemptions

Teachers are not required to allow exemptions from semester examinations. Some teachers do; some don't. Your teachers have probably already told you their policies.

If they do allow exemptions, the following rules apply:

1. A student who has an unexcused absence from a class or three or more unexcused tardies in a class in a semester is ineligible for exemption.

A student who misses school for school business (field trip, for example) is not counted as absent.

2. A student who has violated the Honor Code or who has been suspended may not be exempted from any semester exams.

My Semester Examination Plan

Class

Teacher's Signature

Friday, May 23

1st Exam (8:00–9:35)

2nd Exam (9:40–11:15)

Tuesday, May 27

1st Exam (8:00–9:35)

2nd Exam (9:40–11:15)

Wednesday, May 28

1st Exam (8:00–9:35)

2nd Exam (9:40–11:15)

Make sure you have scheduled all of your exams.

- Bible
- English
- mathematics/prealgebra
- social studies (geography or history)
- science
- _____

What to do if you miss an exam

1. If you have an *excused* absence and miss an exam, we expect you to take your exam by Thursday, May 29.
2. Parents must communicate with Mrs. Semore or Mrs. Copeland about unusual circumstances that would make it necessary for you to take your exam after May 29.
3. There are four opportunities for you to take make up exams.

Make Up Exam Opportunities

Main Office

Afternoons of exam days (1:00–2:30)

- Friday, May 23
- Tuesday, May 27
- Wednesday, May 28

Main Office

- Thursday, May 29 (8:00-3:30)