

## Final (Spring) Exam Policy

- SENIOR EXAMS: Spring final exams for **seniors** will be administered Wed May 22<sup>nd</sup> - Fri May 24<sup>th</sup>, according to the **Final Exam Schedule for Seniors**. Senior exam make up day is Friday May 24<sup>th</sup>, and make up exams must be completed prior to 3:30 on that day.
- UNDERCLASMMEN EXAMS: Spring final exams for **underclassmen** will be administered Tues May 28<sup>th</sup> through Fri May 31<sup>st</sup>, according to the **Final Exam Schedule for Underclassmen**. Make up days for underclass exams are Mon June 3<sup>rd</sup> and Tues June 4<sup>th</sup>. MS students taking HS credit exams must abide by HS exam policies and deadlines.
- REQUIRED BY SC/CCSD: All HS credit courses, semester and year-long, must **require an exam**. Refer to the **EOC and AP Course Final Exam Policy** for the requirements for those courses.
- TIME: Final exams require a minimum of **100 minutes** for students without time accommodations.
- EXAM ACCOMMODATIONS: Arrangements must be made for students with **accommodations** by **Fri May 17<sup>th</sup>**. Refer to appropriate special ed teacher or alpha counselor to discuss options.
- STUDY SESSIONS: Each HS credit course exam will be preceded by a **60-70 minute quiet study session**. Attendance will be required during study sessions. A student absent from a study but is present in class after break for the exam session, they should be allowed to take exam. See tardy and missed exam rules below for more information.
- SAME SCHEDULE: MS and HS will abide by **same class schedule** during underclassmen exam week of May 28<sup>th</sup>-31<sup>st</sup>. Refer to Underclassmen Final Exam Schedule for more information about MS options during HS exams week.
- ALL EXAMS: **Semester courses** require a final exam that all enrolled students must take. The final exam policy will cover both final semester and final year-long course exams.
- ADDITIONAL ASSIGNMENTS: **Other assignments** cannot be required during or after the final exam day if a final exam is being given in that class.
- CONTENT RECOVERY/MAKE UP WORK: Teachers can require **make up or content recovery** work after exam. Refer to content recovery guidelines for more information.
- NO PERFORMANCES/REHEARSALS: No **performances or rehearsals** will be scheduled on the night before a final exam.
- NO PULLOUTS/NO APPOINTMENTS: **No arts pullouts** during exam class block for any reason. **No medical appointments** should be made during exam times. Admin or nursing staff must approve any reason for a missed exam.
- REMAIN: Students will **remain in the exam class** with the course teacher until the class is over. Students are not to be in the halls, other classrooms, or in media center during an exam period. Students needing to go to office or clinic must have a teacher pass and ID. Media Center is closed during exam week.
- TARDY STUDENTS: Students with **unexcused tardy** to an exam time can still take exam, but must complete exam in remaining time. Students with **excused tardy** must negotiate plan to take exam at convenience of exam course teacher. Other circumstances are to be referred to admin by email for resolution before end of same day.
- CHANGING EXAM TIMES: Teachers **cannot change exam** times from those designated by senior or underclassmen final exam schedules. Students with a qualifying circumstances or excused absence can arrange alternative exam times at convenience of exam course teacher. Although faculty should try to be flexible, exam times are not set for the convenience of students

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or their families. Problems or concerns are to be referred to admin by email for resolution before end of same day.

- **MISSED EXAM:** If a student **misses an exam**, the exam teacher should check with attendance to see if student was in school or had official excused absence.
  1. If NO, teacher should score the exam as “0” and submit official exam copy & answer key to admin. Admin will follow-up with student and family for exam make up.
  2. If YES, teacher should attempt contact student to arrange make up.
  3. If teacher and student can arrange alternative exam time at convenience of teacher prior to established grade entry deadlines, do so.
  4. If teacher and student cannot arrange appropriate make up time, refer back to #1.
  5. If contact cannot be made, and student has not contacted teacher by last exam day to make arrangements, refer back to #1.
  6. If absent student is IEP or 504, contact appropriate admin, special ed teacher or alpha counselor to discuss options.
- **EXAM TIME ENGAGEMENT:** As per the **EOC/AP Final Exam Policy**, students in EOC or AP courses not giving a final exam during the final exam period **must** have students assigned an alternative assessment, graded activity, project, or other assignment to keep them engaged during the entire period.
- **EXAM TALK DEADLINE:** All issues related to underclassmen exams should be discussed by all faculty with all students in all classes by **Fri May 3<sup>rd</sup>**.
- **SENIOR RANKING & EXEMPTIONS:** 4<sup>th</sup> quarter interims are sent home on **Thurs May 2<sup>nd</sup>**. 4<sup>th</sup> quarter interims are pivotal in determining senior exemptions and senior rankings. Admin will announce class rankings and senior exemptions on **Mon May 6<sup>th</sup>**.
- **EXAM ABSENCES:** Absences during exam week count and are tallied with total absences as pertaining to rules about **seat-time recovery**. Refer to absence policies. Faculty should review rules about absences and tardies with all students in every course they teach at beginning of 4<sup>th</sup> quarter. Students in jeopardy of exceeding absence limits should be notified by that course teacher by **Fri May 3<sup>rd</sup>**.
- **SENIOR EXPECTATIONS:**
  1. Seniors are to maintain their grades, attendance and behavior until the end of senior exam week and **until all course work and requirements for their grades and attendance have been satisfied**.
  2. Senior attendance is required through **Fri May 24<sup>th</sup>**.
  3. Seniors are **responsible** for every grade and exam until all are complete.
  4. Seniors can be required to attend classes until **content recovery** or **seat-time recovery** have been completed, even if past Fri May 24<sup>th</sup>. Refer to admin for more information about seniors and content/seat-time recovery.
  5. Seniors must return textbooks, clean out lockers, and settle all overdue fees before they complete their last exam. Failure to do so can affect ability to graduate and/or receive their diploma.
- **SENIOR EXAM WEEK:** Senior exams will be taking place during regular scheduled underclassmen classes **Wed May 22<sup>nd</sup> - Fri May 24<sup>th</sup>**. There will not be bells during senior exams, and other faculty might be needed to monitor some senior exam times.
- **MIXED CLASSES:** Faculty teaching courses that include **seniors and underclassmen** will be given specific instructions on who, where and when senior exams will be given. Senior exams

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must be given during senior exam times on those designated days. Refer to admin for more information.

- SENIOR EXEMPTIONS: **Only seniors can exempt exams**, but they can only exempt **year-long** course exams. Seniors exempting exams should either be in the exam class on that day or not on campus.
- SENIOR EXAM “FLEX” ATTENDANCE: Seniors exam day attendance, coming in late and leaving early, will be addressed by admin to seniors in May during senior class meeting. Faculty are not to encourage or suggest seniors leaving early, coming in late or otherwise not attending exams until after admin discusses rules and options with seniors first. Underclassmen cannot exempt exams.
- SENIORS MISSING EXAMS: If a senior **misses an exam**, the exam teacher should check with attendance to see if student was in school or had official excused absence immediately.
  1. If a senior misses an exam time, the student must contact the teacher to make arrangements to make up the exam at the teacher’s convenience.
  2. If the student does not contact the teacher, the teacher should notify counselors and admin immediately by the end of that exam day.
  3. It is **STRONGLY** recommended that the teacher also try to contact student to make arrangements. Although it is the responsibility of the student to arrange make up, because of time constraints, deadlines, and difficulties in preparing for graduation, admin needs teachers to attempt to arrange make up times for missed work and exams asap.
  4. If the teacher is not able to contact student, notify the appropriate alpha counselor and admin immediately the same day, and provide copy of exam and answer key to admin.
- NO SURPRISES: Faculty are to be attentive to student absences and grade averages, especially concerning seniors. Faculty should monitor D/F lists, continue periodic content recovery, and notify counselors and admin of any student at risk of failing or accruing too many absences. Admin should be notified by or before **Fri May 3<sup>rd</sup>** if a student is at attendance or grade average risk for the entire year, and include details of recovery efforts made throughout the year on part of the teacher. There should be **no surprises if faculty stays aware** throughout the year.
- EXAM TALK: Every teacher should have their **exam plans** finalized by **Wed May 1<sup>st</sup>**, and students should be notified about [1] exam policies, [2] exam content, [3] exam format, and [4] exam expectations no later than **Fri May 3<sup>rd</sup>**.
- TEXTBOOK COLLECTION: Faculty will assist admin in textbook collection. Specific directions and deadlines will be provided to faculty by admin in May. Faculty are encouraged to arrange early textbook collection, and collection of classroom sets of textbooks, asap with appropriate admin.