

MID-TERM EXAMS

Mid-term exams are given in all full credit AP, Honors and Level II classes in English, mathematics, science and social studies. Mid-term exams are scheduled at the end of the second marking period. All students are required to take their scheduled mid-term exams. Tentative dates will be announced at the beginning of the school year and posted on the high school website. The mid-term exam grade will appear on the 3rd marking period report card. The administration will make arrangements for mid-term exams that conflict with school sponsored events.

SEMESTER FINAL EXAMS

Semester final exams will take place in class over a period of two days. First semester finals will take place during a three day window prior to mid-term exams and the grade will appear on the 2nd marking period report card. Second semester finals will take place during a three day window prior to final exams at the end of the school year and the grade will appear on the 4th marking period report card.

FINAL EXAMS

Final exams are given in all Honors and Level II classes in English, mathematics, science, social studies, and world languages. Finals may also be administered in other courses such as health and year-long electives. All students are required to take their scheduled final exams. Tentative dates will be announced at the beginning of the school year and posted on the high school website. The final exam grade will appear on the 4th marking period report card.

SENIOR EXEMPTION FROM FINAL EXAMS

Seniors with at least a 93 average in the course, a grade of at least 93 in the fourth quarter, and a 93 percent attendance rate may be exempt from the final exam at the teacher's discretion. All seniors must take their scheduled final exams.

FINAL AVERAGES: Final averages for full credit courses are calculated based upon one of the scenarios listed in the table below:

Scenario	Qtr 1	Qtr 2	Mid-term	Qtr 3	Qtr 4	Final Exam
Course with mid-term exam	20%	20%	10%	20%	20%	10%
Course with mid-term exam & senior exemption from final	22 %	22%	11%	22%	22%	-----
Course without mid-term exam	22%	22%	-----	22%	22%	11%
Course without mid-term exam & senior exemption from final	25%	25%	-----	25%	25%	-----

Except in cases of senior final exam exemptions, all exams are mandatory. Individual field trip requests will not be approved on exam dates.

Do not schedule vacations, appointments, college orientation programs, college courses, or work during scheduled exam times. All examinations will be departmentalized and scheduled for 90 minutes. The exam schedule will be posted on the school website and throughout the school by January 15 (mid-terms and first semester finals) and June 1 (final exams and second semester finals).

For exam security, all students must report to their scheduled exams and remain for the entire exam time. **Students failing to report to a scheduled exam will receive a zero for the exam; this could cause the student to fail the course.**

Parents must contact the high school administration immediately if their student is ill and cannot attend the exam. If a student misses an exam due to a documented illness, a doctor's note will be required, and the student must take the exam at the time/location designated by the administration.