

First 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 1.5 hours long.

Schedule on Wednesday, December 16

7:45..... 1st bell
7:50–9:20..... 1st examination period + announcements @ 9:20
9:20–9:30..... Break
9:30–11:00..... 2nd examination period + announcements @ 11:00
11:00..... Lunch served
11:35–1:05..... 3rd examination period + announcements @ 1:05
1:20..... Buses run
1:30..... Campus will be cleared of all students

Schedule on Thursday, December 17, and Friday, December 18

7:45..... 1st bell
7:50–9:20..... 1st examination period + announcements @ 9:20
9:20–9:30..... Break
9:30–11:00..... 2nd examination period + announcements @ 11:00
11:15..... Buses run (no lunch served)
11:30..... 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, go to Ellers Gym. Bring something to read or study.
6. If you come for only the second testing period, enter the building through the front door and wait in the front lobby until 9:20. Don't go to your locker first.
7. If you'll be leaving after the first examination period, clear out of the building by 9:30.
8. There will be no Afternoon School and no Ride Waiting on examination days. Students must be picked up by 1:30 on Wednesday and 11:30 on Thursday and Friday.

Which examinations are given when?

1. There are three days of examinations (Wednesday–Friday, Dec. 16–18). There are three examination slots on Wednesday and two each on the remaining two days (seven total examination periods).

2. You do not have to be at school when you do not have an examination to take.
3. In general, we follow this schedule:
 - First day—first, second, and third period classes
 - Second day—fourth and fifth period classes
 - Third day—sixth and seventh period classes
4. If you have an open examination period and *if the teacher agrees*, you may arrange to take an examination early during the vacant exam 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 follow the uniform dress code 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 examination.

2. If you miss an examination because of an excused absence, you will have several opportunities to make up the examination:
 - If you have a regular examination slot that is empty, you can try to put the missed examination there.
 - You may take it in the afternoons (1:30–3:00) on Wednesday and (between 11:30 and 2:30) on Thursday or Friday of the examination days (December 16, 17, 18).
 - You may call Mrs. Gregory (767-4949) no later than 2:30 on Friday, December 18, to make an appointment to take your make-up examination on December 21, December 22, December 28, or December 29.

Everyone who misses an examination because of an excused absence is expected to make it up at one of these times. Exceptions must be cleared by Mrs. Semore or Mrs. Copeland.

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:

- The minimum academic qualification for those exemptions is a solid A– average or better (90% or higher) for the semester.
- 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 in that class.
- A student who has violated the Honor Code or who has been suspended for any reason will not be exempted from any semester exams.

Examination Plan for _____
(student's name)

Class

Teacher's Signature

Wednesday, Dec. 16

1st Examination (7:50-9:20) _____

2nd Examination (9:30-11:00) _____

3rd Examination (11:35-1:05) _____

Thursday, Dec. 17

1st Examination (7:50-9:20) _____

2nd Examination (9:30-11:00) _____

Friday, Dec. 18

1st Examination (7:50-9:20) _____

2nd Examination (9:30-11:00) _____

Make sure you have scheduled all of your exams.

Seventh Grade

- Bible
- English
- Prealgebra
- Geography
- Science
- _____
- _____

Eighth Grade

- Bible
- English
- Prealgebra or Algebra I
- History
- Science
- _____
- _____