

To: Seniors 2016
From: Mrs. Copeland

1. Exams for seniors are scheduled for Tuesday, Wednesday, and Thursday, May 10-12. There will be four testing periods each day. The time schedule will be as follows:

First Test:	7:50 - 9:20
Break:	9:20 - 9:35
Second Test:	9:35 - 11:05
Lunch:	11:05 - 11:35
Third Test:	11:35 - 1:05
Break:	1:05 - 1:20
Fourth Test:	1:20 - 2:50

2. Sign-up for senior exams will be Monday, May 9, in Mr. Knight's room (11). We will begin the sign up at **6:50 a.m.**

- First come, first served basis (seniors who are scheduled for AP exams for any of these three days or other scheduling conflicts should be the first ones in line).
- There are only 24 spaces per testing period.
- Students may take only one test per testing period.
- Students will use pencil to write their name, class, and teacher's name on the sign-up sheet.
- Students cannot sign anyone else's name.
- Students may only sign up for **two exams per day**.
- Seniors are responsible for knowing when they have signed up for exams (there will be a form in Mr. Knight's room for students to fill out to help them remember).
- Any sign-ups or changes after that must be made through Mrs. Patti Copeland.
- Schedule exams strategically.

3. Check-In will be in **the library**.

- Arrive at least 15 minutes early for each testing time.
- Come in school uniform.
- Students must be cleared from the hold exam list and must turn in books as part of the check-in procedure.
- When students get clearance, they must show notes of clearance to those working in the check-in room.
- Once a student gets cleared, he/she will be given a ticket (for that testing period) for admittance to the testing room.
- Seniors will be required to turn in their iPads (with 12W charger and cable cord) **before they take their last exam**.

4. **Exams** will be proctored in Mr. Knight's room (11) by Mrs. Patti Copeland
- Students who are not in uniform will not be allowed to enter the testing room.
 - Seniors must have a ticket from the check-in room to enter the testing room.
 - Cell phones, purses, and other personal items should be left in cars or at home. However, if you bring them in the building, they need to be silenced and will be put in a designated spot in the testing room during exams.
 - Students must check to make sure they are not sitting beside someone who is taking the same exam.
 - Students may not leave the exam room once inside unless it is to leave for the remainder of that testing period.
 - No food is permitted in the exam room.
 - Students may bring **water** in a clear container.
 - Students must make a good faith effort on the test.
 - When finished, students may pick up their personal items and leave the room.
 - Seniors who are not in the exam room can study in the library or they must leave campus.
 - Seniors can still purchase lunch in the cafeteria during exam days.
 - If a senior gets sick on an exam day, parents should call the dean of students office and we'll work on rescheduling the missed exam.
 - There will be no late admittance into the testing room.
 - Seniors who do not have any exams will still need to check the hold exam list to get cleared before Friday, May 13.

Correct and incorrect pictures of the iPad charger:

