

# First Semester Examination

## Policies & Procedures

# A Survival Guide for Upper School Students (9–12)

### 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 13

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 .....3<sup>rd</sup> examination period + announcements @ 1:05  
1:20 .....Buses run  
1:30 .....Campus will be cleared of all students

### Schedule on Thursday, December 14, and Friday, December 15

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 the Blue Room. Bring something to read or study.
6. If you come for only the second or third testing period, enter the building through the front door and wait in the Blue Room 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 (including regular makeup testing) 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. 13–15). 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 fifth period classes
  - Second day—third and fourth 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 on Thursday or Friday (between 11:30 and 2:30) of the examination days (December 13, 14, 15).
  - You may call Mrs. Gregory (767-4949) no later than 2:30 on Friday, December 15, to make an appointment to take your make-up examination on December 18 or December 19.

**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.**

## 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 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 Worksheet for \_\_\_\_\_

*(student's name)*

*Class*

*Teacher's Signature*

## Wednesday, Dec. 13

1<sup>st</sup> Examination (7:50–9:20) \_\_\_\_\_

2<sup>nd</sup> Examination (9:30–11:00) \_\_\_\_\_

3<sup>rd</sup> Examination (11:35–1:05) \_\_\_\_\_

## Thursday, Dec. 14

1<sup>st</sup> Examination (7:50–9:20) \_\_\_\_\_

2<sup>nd</sup> Examination (9:30–11:00) \_\_\_\_\_

## Friday, Dec. 15

1<sup>st</sup> Examination (7:50–9:20) \_\_\_\_\_

2<sup>nd</sup> Examination (9:30–11:00) \_\_\_\_\_

**Make sure you have scheduled all of your exams.**

# Schedule for Semester Examination Days

## Schedule on Wednesday, December 13

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 .....	3 <sup>rd</sup> examination period + announcements @ 1:05
1:20 .....	Buses run
1:30 .....	Campus will be cleared of all students

## Schedule on Thursday, December 14, and Friday, December 15

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



# **Last Day For Ride Waiting**

Tuesday, December 12

No Ride Waiting  
on Exam Days

Wednesday (12-13)

Thursday (12-14)

Friday (12-15)

Students must be picked up by 1:30 on Wednesday and 11:30 on Thursday and Friday.

# What to Do If You Miss an Examination

If you miss an exam because of an excused absence, we expect you to take your exam in the academic office before we return to school in January unless there is an unusual circumstance.

Parents must communicate with Mrs. Semore about the unusual circumstances that would make it necessary for you to take your exam after the holidays.

These are the opportunities for you to take make up examinations.

## Make Up Exam Opportunities

### No appointment needed

Afternoons of exam days in the academic office

- Wednesday, December 13 (1:30–3:00)
- Thursday, December 14 (11:30–2:30)
- Friday, December 15 (11:30–2:30)

### By appointment only

You must call Mrs. Gregory at school (767-4949)  
by 2:30 on Friday, December 15,

to make an appointment for one of these days:

- Monday, December 18
- Tuesday, December 19