

FINAL EXAMS INFORMATION - FALL 2019:

As final exams approach, we want all students to feel confident and to do well on their exams. Here is some important information about our finals week.

POLICIES TO REMEMBER:

- Students are encouraged to get lots of rest and eat a healthy meal before exams. Breakfast burritos, parfaits, fruit, and drinks will be available to purchase at 7:00 AM and at the break after the first exam.
- The dress code for finals week is any NDP spirit shirt with regular uniform bottom.
- Morning exams begin at 8:00 AM. If students do not have a final exam during a specific testing block, they do not need to be on campus at that time. After the second exam of the day is finished, students are permitted to leave for the day.
- Once students enter into an exam room, phones and smart watches/fitbits must be placed in the phone tree. No technology (besides calculators) are permitted to be used or worn during exam blocks *unless ExamSoft is being used to proctor the exam*.
- Some exams will be proctored using ExamSoft, a testing software. If this is the case, students will need a charged laptop or device to take the exam. Students should check with their teachers to see if they will be testing on ExamSoft.*
- When students are finished with an exam but have yet to be released during a testing block, they are permitted to study or read a book. However, no technology may be used. If notes or other study materials are on an iPad or laptop, please print them. If students are taking a test using Examsoft, they will be required to put the device away immediately after uploading the exam.
- Students should use the restroom before the exam begins. No student will be allowed to leave the testing room during the exam block.
- If a student has to be removed from the testing room due to behavior, he or she may not be allowed to return and therefore may not be able to finish the exam.
- If parents have questions about a final exam, please contact the appropriate teacher by sending them a direct email.
- Please note that offices will close at 12:00 PM on Friday, December 20, 2019 for the Christmas holiday. Offices will reopen on Monday, January 6, 2020 at 7:15 AM. Transcripts will be available on January 24, 2020.

**Please see below for more information on ExamSoft.*

EXAMSOFT INFORMATION:

This year, NDP is piloting a secure testing software called ExamSoft. All students have practiced testing on this software in their English classes. ExamSoft uses an application called Examplify, which students download onto their device. The application locks devices down so that testing can be secure. Some teachers will be using ExamSoft to proctor their final exams. Students should check with their teachers to see if they will be testing on ExamSoft. If so, they must have a charged device to complete their final exams.

FINAL EXAM SCHEDULE:

Final exams will take place Wednesday, December 18 through Friday, December 20. There will be two final exams on each day. The schedule for the week is below. Please note the different dismissal times. Some departments give written portions of their exams during the prior week so the exam block has been truncated.

| WEDNESDAY 12/18: | | THURSDAY 12/19: | | FRIDAY 12/19: | |
|------------------|----------|-----------------|-----------------|---------------|----------------|
| 8:00-9:30 | Theology | 8:00-9:30 | Math | 8:00-9:30 | Social Studies |
| 9:30-9:55 | BREAK | 9:30-9:55 | BREAK | 9:30-9:55 | BREAK |
| 10:00-11:30 | English | 10:00-11:00 | World Languages | 10:00-11:30 | Science |

MONDAY 12/16 AND TUESDAY 12/17 SCHEDULE:

The two instructional days leading up to final exams are intended to give students an extended block to review with each of their classes. Some elective courses will also use this time to give their final exam. On Monday and Tuesday, students are released at 1:15 PM. **From 1:15-3:30 PM, all teachers will be on campus in their classrooms.** Some teachers will have formal review sessions, and others will have open office hours. Please see the fall final exam study session schedule for a list of where teachers will be and what they will be working on. Students are not required to stay on campus, but are **highly encouraged to do so**. Students should use this time to review and prepare for final exams; however, the way in which students use this time is up to them. Students may choose to work in common areas, or in classrooms with individual teachers. The schedule is as follows:

| MONDAY 12/16: | | TUESDAY 12/17: | |
|---------------|-------------------------|----------------|-------------------------|
| 7:40-8:49 | A | 7:40-8:52 | E |
| 8:53-10:01 | B | 8:56-10:08 | F |
| 10:01-10:30 | Brunch | 10:08-10:43 | Brunch |
| 10:35-10:48 | Advent Celebration | 10:47-11:59 | G |
| 10:52-12:01 | C | 12:03-1:15 | H |
| 12:05-1:15 | D | 1:15-3:30 | Finals Review/Prep Time |
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From everyone here at NDP, Merry Christmas and good luck on final exams! Have a safe and relaxing break!