

## Multiple Major Assessments on a Single Day

In an effort to ensure fair opportunities for all students to achieve at their highest level, GHS implements the following procedure for the occasional time when a student is assigned multiple major assessments for the same day.

If a student has three or more major assessments (tests and projects, not short quizzes) on the same day, the students should do the following **as soon as he/she is assigned the third or fourth major assessment:**

1. Speak with or email each teacher, explain the situation, and request that a test be taken either prior to the day assigned or after. (It is preferable to email all the teachers together).
2. If the student request is refused by all teachers, the student should see his/her House Administrator. The House Administrator will inform one or two teachers (depending on how many tests the student has) that the student will take their test on a different date.

### **Exceptions:**

1. Students should not wait until the night before the multiple assessments to request a change. The House Administrator will deny a change if the request is not made as soon as the student is assigned the third or fourth major assessment.
2. A House Administrator may deny a request for a change if the student has already moved major assessments or projects to suit his or her plans to be absent from a regularly scheduled school day.