

EXAMS

1. The exam periods are scheduled to last 1 ½ hours and students are expected to remain in the examination room during this time. Students will be permitted to leave the room only for emergencies and WITH A HALL PASS.
2. A schedule has been posted and it is the responsibility of each student to know the exact time of each exam and to be in attendance at all classes, examination periods, and study halls.
3. If an exam is missed, personal contact with a parent or guardian and a professional excuse will be required. Car trouble, traffic problems, oversleeping, etc., are not valid excuses for missing an exam.
4. Students who are tardy will NOT be admitted to take the exam. These students should be sent to the office. They will stay in the office during the exam period and make up their test during the make-up times for exams. Students who do not show up for exams, with no valid excuse, will be considered truant and will not have completed course requirements. They will not receive credit in the course.
5. The library and auditeria area will be quiet study areas provided for students.
6. The regular bells will be turned off and students will be released by a manually rung bell. Warning bells will ring five minutes before each exam period. Please make sure that you are in the examination and ready to take the exam upon the final bell.
7. **In order to pass for the semester, the student must receive passing marks in 2 of the 3 possible grades. (Two nine-week grades and one semester exam.)** Students who skip an exam without permission will receive an 'F' as a course grade and no credit awarded.
8. **IN CASE OF SCHOOL CANCELLATION FOR INCLEMENT WEATHER, THE EXAM SCHEDULE WILL RESUME WHERE IT WAS INTERRUPTED ON THE FIRST DAY BACK TO SCHOOL.**
9. **Semester exam grades count 20% of the semester grade.**
10. **Students may be excused, with written permission from parent or guardian, from any period they are not taking an exam.** Notes must be submitted to the office prior to absence and students must leave school grounds. This process will also be employed for ACT testing day.
11. Buses will only run at their regularly scheduled times. It is the responsibility of students to provide their own transportation at other times of the day.
12. The cafeteria will not be serving lunches during exam days.