

**MAHWAH HIGH SCHOOL  
MAHWAH, NEW JERSEY**

TO: Students and Parents  
FROM: Craig Jandoli & Michael McCabe, Assistant Principal  
DATE: August 1st 2024  
RE: **June 2025 FINAL EXAMINATION PROCEDURES & SCHEDULE**

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**Information for Students:**

Students are expected to attend every period during examination days whether an examination is being given or not. Students are required by law to have a four-hour instructional day. Class periods in which an exam is not given (e.g., physical education, study hall) will meet and continue instruction. Student attendance will be taken during each period as per the attendance policy.

Students will be required to remain for the full two hours of the exam period. No student will be allowed to leave an examination room before the end of the period, even if the student does not need the entire period to complete the test. All examinations will end at the designated time when the bell rings. At the end of the second exam, students must leave the building so as not to disturb the concentration of those students in extended time rooms.

**Seniors Only: Period 9 Class Examinations**

All seniors who have an exam in their Period 9 class will take that exam in the **Social Studies Wing** during the exam period when their scheduled PE class meets, **instead of June 23** when underclassmen will take their exam.

**Senior Exam Conflicts**

Seniors should avoid exam week conflicts by scheduling any college placement exams and freshman orientation meetings before or after Mahwah High School final exams. If there is a conflict that cannot be resolved by changing the date with the college, you must see the Assistant Principal to discuss an alternative **by June 2**. Students must provide documentation from the college or university that stipulates that there are no other options for placement exams/orientation.

**Absentee Procedures**

**Under extraordinary circumstances, and for compelling reasons, parents may request alternative arrangements for examinations. Please make such requests, *in writing*, to the Assistant Principal by June 2.**

Students who arrive late to an examination must work within the remaining scheduled time.

A student who is absent must have a parent call the attendance office to report the absence immediately. A written note explaining the reason for the absence must be submitted to the Assistant Principal, prior to scheduling an appointment for an absentee examination. Absentee exams will be administered in Room 233 and must be made up immediately on the next day the student is in school.

The only valid reason for missing an examination without prior approval is a doctor-verified illness (doctor's visit required on the day of the missed exam); a religious holiday; and death in family. Students on the chronic illness list must see the doctor on the day of the missed exam. Parent notes for illness, waking up late, and transportation issues will not excuse a student from an exam and the student will be given a grade of zero (0) for that exam.

An absent student will only be allowed to take a missed exam if the absence meets the criteria for being approved and is processed by the Assistant Principal. Students with occasional or chronic illness must see

a doctor on the day of the exam and bring in a doctor's note to the Assistant Principal. Other valid reasons include court appearances or death in the family.

If a student cuts an examination or their absence is not excused by the Assistant Principal, a grade of zero (0) will be given for that exam. If a student cuts an examination, a grade of "NW" (No Work = zero), will be given for that exam. If a student sits for the exam, but turns it in without any work completed, the student will receive a grade of zero (0).

### **Bus Service**

Period 0 Music will not meet during examination days; therefore, there will be no music bus service. All students should go home at 12:00 noon at the conclusion of their scheduled exams or classes for the day. There will **not** be a late bus from June 18 through June 24. Bus transportation will be available at 12:00 noon on June 18, 19, and 20; and at 12:22 pm on June 23 and 24.

### **Food Service**

On exam days, the cafeteria and library will be open for students from 7:00-7:30 a.m. Lunch will not be available on exam days. The main cafeteria and the Thunderbird Café will be open for snacks (beverages, chips and pizza) during the break between exams. No food service is available on June 24.

### **Examination Expectations for Students:**

- Giving or receiving assistance of any kind, looking at the test before the start of the test, working on test questions or marking the answer sheet after time is called, removing any test materials from the testing room, or causing a disturbance of any kind may result in a student's dismissal from the test.
- Students should keep all books, bags, and backpacks closed and placed at the front of the classroom or under their desks as instructed by their teacher.
- Students are not permitted to have cell phones or any other electronic or communication device in any testing room during exams. Students found to have a cell phone in their possession, regardless of whether or not it is being used, will result in the device being confiscated, and the student will receive a zero ("0") for the exam. Students may keep electronic devices in their locker, or they may have the main office hold it for them during testing.
- Students who arrive late to an examination must work within the remaining scheduled time.
- Eating, drinking, and wearing hats are not permitted during the testing. No one may leave the testing room, except for an emergency, while the examination is in progress. Students should use the lavatory before entering their examination rooms.

### **Examination Exemptions**

Seniors with an academic average of 90.00 or above will be eligible to be exempt from final examinations in **full year and semester** courses. Additionally, any student enrolled in a full year AP course will be exempt from the final examination if they maintain an average of 85.00 or above in the class and have taken the national AP examination for that course. Students exempt from final examinations are requested to sign up for community service with a staff member. This will allow students to meet the four-hour instructional day required by law.

### **IDEA / 504 / LEP Students**

If required by the IEP or 504 plans, alternative-testing arrangements will be made for students. Students entitled to extended time will start their examination with their regular classroom teacher. Students requiring more than two hours will be taken to a designated extended time room to complete that examination. Once the first examination is completed, students will proceed to their next examination. IDEA/ 504 /LEP students will be expected to complete all examinations on the same day that these examinations are given to regular education students unless otherwise stipulated in their IEP or 504 plan.

Extended time room for students – Library Media Learning Commons

**Procedures in the Event of an Emergency School Closing or Delayed Opening**

DELAYED SCHOOL OPENING: In the event of a two-hour delayed opening on any exam day, students would arrive and take their first exam or class at 9:40 a.m. The second exam or class would begin at 12:00 noon. Students may bring a bag lunch to eat during the break in between.

FULL DAY SCHOOL CLOSING In the event of a full day school closing on any exam day, the entire remaining exam schedule will be moved to the next day. All exams remain in the same order.

Revised: 8/1/2024