



SPRING 2025 SEMESTER EXAM PROCEDURES

Students in grades 7-12 will take end-of-semester exams for each class. The protocols for exemption will be as follows.

Exam Exemption Criteria

- OPTION 1
 - *Academic: 90% Proficient or Better*
 - *Discipline: No more than 4 Level One offenses, and NO Level Two or Level Three infractions*

- OPTION 2
 - *Academic: 80% Proficient or Better*
 - *Semester Attendance: No more than 5 absences (in the class). 3 unexcused tardies (per class) = 1 absence for exemption purposes*
 - *Discipline: No more than 4 Level One offenses, and NO Level Two or Level Three infractions*

- Any student may elect to take an exam in order to raise their proficiency or mastery level even if they are exempt.

- Student attendance will be recorded EXEMPT beginning on exam days if they are exempt from exams.

- A parent permission form will be sent home the week before exams for students to sign in and out once exam days start.

- A list of students with permission to sign in and out will be compiled and managed at the front desk.

- All Students, 4-12th Grade will be dismissed at 1:10PM (same as our usual Wednesday schedule)

- Students who choose to attend on days when they are exempt must report to the location of their scheduled exam, and remain in the exam room for the duration of the exam period.

- All students in attendance will be required to complete an exam, even if they are exempt, if an exam is given. If the result of the exam score increases the final course grade, credit will be given.

- Students completing ONLY Exam A, on a given day, may check out at 10:30AM, provided the necessary permission form has been completed and is on file in the front office.

- Students completing ONLY Exam B, on a given day, must arrive before 10:25AM for their exam. Students who arrive after the exam begins may be penalized.

- There will be NO CHECK OUTS after 12:30PM for students from 4th-12th Grade. Students who are in attendance for EXAM B period each day will be dismissed at 1:10PM.

Daily Schedule for 7-8th Grade students during exams:

Homeroom: 7:55 - 8:15 AM
Exam A: 8:20 - 10:25 AM
Lunch: 10:30 - 11:00 AM
Exam B: 11:00 AM - 1:10 PM

	Exam A (8:20 AM - 10:25 AM)	Exam B (11:00 AM - 1:10 PM)
Tuesday, May 20th	First Block Class	Third Block Class
Wednesday, May 21st	Second Block Class	Sixth Block Class
Thursday, May 22nd	Fourth Block Class	Make Ups

Daily Schedule for 9-12th Grade students during exams:

Homeroom: 7:55 - 8:15 AM
Exam A: 8:20 - 10:25 AM
Exam B: 10:30 - 12:30 PM
Lunch: 12:30 - 1:10 PM

	Exam A (8:20 AM - 10:25 AM)	Exam B (10:30 AM - 12:30 PM)
Tuesday, May 20th	First Block Class	Third Block Class
Wednesday, May 21st	Second Block Class	Fifth Block Class
Thursday, May 22nd	Fourth Block Class	Make Ups