



Almond Campus Assessment Week

The following schedule will be utilized for assessment week.

Teachers should discuss procedures and times with each class and post a copy of this schedule in their classroom.

Exams	Day 1	Day 2	Day 3
7:25 – 8:35	Period 0	Period 2	Period 6
8:45 – 9:55	Period 1	Period 3	Period 7
10:05 – 11:15	Period 4	Period 5	Period 8
Make-Up	None	Make-Up 11:25 – 12:35 AM (College/Career Center)	Make-Up 10:05-11:15 AM (College/Career Center)

Buses	Day 1	Day 2	Day 3
Take Home	After Period 1 10:00 AM	After Period 3 10:00 AM	After Period 6 8:40 AM
Take Home	After Period 4 11:20 AM.	After Period 5 11:20 AM	After Period 7 10:00 AM
Take Home		After Make-Up 12:45 PM	After Make-Up 11:25 AM

Shuttle	Almond to O'Plaine 8:40 A.M.	No shuttle bus to O'Plaine	No shuttle bus to O'Plaine
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- Students will not be allowed to take exams prior to the scheduled exam day and period.
- Traveling teachers may need a proctor if classes conflict at either building
- Teachers should identify a test time with students if a conflict exists. Traveling students should be accommodated by the teachers involved.
- Study halls will continue to meet in their regular location during assessment week. Attendance will be taken. If a student's study hall is after their last assessment for the day, they may leave campus.
- The cafeteria will be open for minimal service during the breaks the first two days. There will be no service on the third day.
- Students are to leave the building at the end of their last scheduled exam.
- Assessments for all students absent during scheduled testing periods are to be turned into student services at the end of each exam day unless individual teachers make arrangements with the students.