

# First Semester Examination

## Policies & Procedures

### Student Guide for Upper School Exams (9–12)

#### Things to know about semester examinations:

1. Your semester examinations will be comprehensive. (Comprehensive = covers entire semester)
2. The examination periods are 1.5 hours long.

#### Schedule for Wednesday (12/18) and Thursday (12/19)

7:55	1st bell
8:00–9:30	1st examination period + announcements @ 9:30
9:30–9:40	Break
9:40–11:10	2nd examination period + announcements @ 11:10
11:15–11:45	Lunch
11:50–1:20	3rd examination period + announcements @ 1:20
1:30	Campus will be cleared of all students

#### Schedule for Friday (12/20)

7:55	1st bell
8:00–9:30	1st examination period + announcements @ 9:30
9:30–9:40	Break
9:40–11:10	2nd examination period + announcements @ 11:10
11:20	Campus will be cleared of all students (No Lunch Period)

#### What happens on examination days?

1. No examinations will be given early.
2. You may take only one examination per examination period.
3. You will stay in the examination classroom for the entire examination period.
4. You will not be allowed to go to your lockers during examination periods.
5. If you have to be at school (because of transportation) but do not have an examination to take during one of the testing periods, go to the Stepherson Room. Bring something to read or study. Normal check-out procedures apply.
6. If you come for only the second or third testing period, enter the building through the front door and wait in the Stepherson Room until time for the exam to begin. Don't go to your locker first.
7. If you will be leaving after the first examination period, clear out of the building by 9:40. If you are leaving after the second examination period, clear out of the building by 11:30.
8. There will be no Afternoon School (including regular makeup testing) and no Ride Waiting on examination days.

## Which examinations are given when?

1. There are three days of examinations (Wednesday–Friday, December 18-20). There are three examination slots on Wednesday and Thursday and two examination slots on Friday (total of eight).
2. You do not have to be at school when you do not have an examination to take.
3. We will follow this schedule:
  - Wednesday—B1, C1, and P1
  - Thursday— B2, C2, and P2
  - Friday—B3 and C3
4. If you have an open examination period and ***if the teacher agrees***, you may arrange to take an examination early during the vacant exam period. Sometimes a teacher believes that a student will do better if he can take the examination later. Rearranging the order of tests must be worked out between teacher and student. Do not assume that you can rearrange your examination schedule without talking to all teachers who are affected.

## Other responsibilities

1. You will follow the normal uniform dress code throughout the week.
  - a. If you do not follow the dress code, you will not be allowed to take your examination. You will have to come back to school in the afternoon (properly dressed) to take your examination.
2. If you miss an examination because of an excused absence, you will have an opportunity to make up the examination:
  - a. If you have a regular examination slot that is empty, you can try to put the missed examination there.
  - b. You may take the missed examination in the afternoons 1:30–3:00 on Wednesday or Thursday, or 11:30-1:00 on Friday (of the examination days—December 18, 19, 20). Please communicate with Mrs. Webb if you will be taking an afternoon exam.
  - c. Your parent may contact Mrs. Webb ([webb.melinda@hardinglions.org](mailto:webb.melinda@hardinglions.org), 767-4462) no later than 8:30 on Friday morning, December 20, to make an appointment to take your make-up examination at another time, if needed.

**Everyone who misses an examination because of an excused absence is expected to make it up at one of these times. Exceptions must be cleared by Mrs. Lipe.**

## Exemptions

Teachers are not required to allow exemptions from semester examinations. Some teachers do; some don't. Your teachers have probably already told you their policies.

If they do allow exemptions, the following rules apply:

- The minimum academic qualification for those exemptions is 90% or higher for the semester.
- A student who has an unexcused absence from a class or three or more unexcused tardies in a class in a semester is ineligible for exemption in that class.
- A student who has been in violation of our Code of Conduct will be notified by Mrs. Lipe for more information concerning exemptions.

**Use this sheet to help organize when you are taking exams.**

**Examination Worksheet for \_\_\_\_\_**

*(student's name)*

***Class***

**Wednesday, December 18**

1<sup>st</sup> Examination (8:00–9:30) \_\_\_\_\_

2<sup>nd</sup> Examination (9:40–11:10) \_\_\_\_\_

3<sup>rd</sup> Examination (11:50–1:20) \_\_\_\_\_

**Thursday, December 19**

1<sup>st</sup> Examination (8:00–9:30) \_\_\_\_\_

2<sup>nd</sup> Examination (9:40–11:10) \_\_\_\_\_

3<sup>rd</sup> Examination (11:50–1:20) \_\_\_\_\_

**Friday, December 20**

1<sup>st</sup> Examination (8:00–9:30) \_\_\_\_\_

2<sup>nd</sup> Examination (9:40–11:10) \_\_\_\_\_

**Make sure you have scheduled all of your exams.**

**Keep a copy of this document to be sure you have not double-booked an exam.**