



## Exam Policy and Procedures

*The following policy is found in the WCPS 2018-19 Program of Studies*

### High School Exam Policy

A comprehensive final exam, worth 20% of the final grade is to be given in every class. Exams will be given twice a year at the end of each semester. Students enrolled in block classes will take their exams at the end of each semester. Student enrolled in singleton year-long classes will have a mid-term exam at the end of the first semester as well as final exam at the end of the second semester.

#### *Exam Exemption Eligibility*

As a reward for excellent attendance or academic performance, students may exempt exams for the following reasons:

- If the student has an A average in the class with no more than 7 absences from the class.
- If the student has a B average in the class with no more than 6 absences from the class.
- If the student has a C average in the class with no more than 5 absences from the class.
- Students with a D or F average are not exempt from exams.

*Whole day absences are defined as unverified, parent reports, professional appointments, and out of school suspension (UNV, PAR, PRO, OSS). If a student is tardy and/or checks-out of school resulting in missing an entire class period, they will be considered absent for that class period only. Tardies and Checkouts are defined as early check-out other, early check-out professional, tardy professional, tardy other or any combination thereof ( ECO, ECP, TCP, TCO). No exceptions will be granted to the stipulations above.*

Students enrolled in a Dual Enrollment course are subject to the exam regulations set forth within the Wytheville Community College Handbook. The WCPS exam exemption eligibility does not apply to Dual Enrollment classes.

Any student may choose to take an exam even though he/she has qualified for an exemption. Any parent who wishes to do so may require their children to take all final exams regardless of their exam exemption eligibility.

## **2018 -2019 Exam Procedures Guidelines**

Examinations will be held at the end of each semester. Examinations are course requirements and must be taken in order to receive credit for a course. Exams will count as 20% of a student's semester grade.

### **Exam Preparations**

Teachers may design their exams to be traditional, project based, or a hybrid combination of the two. The exam should not exceed 1 ½ hrs in length. Project-based exams may begin outside the exam window, but the final completion or presentation must take place during the designated exam time.

A copy of each teacher's exam will be turned in to the office before exams begin. Teachers will also need to provide an answer key to any traditional portions of the exam and and/or scoring rubric for project-based portions of the exam. Hard Copies and/or links to digital exams are due to the building principal 2 weeks prior to the exam window.

All students, including those being considered for exemption status, must attend all in-class review sessions held for a course. (Students are still responsible for all work and must participate in review sessions.)

### **Period Attendance**

Teachers will take period attendance throughout the school year. Averages and attendance will be tallied on the last teaching day prior to exams.

Students assigned to ISS are required to make-up their work as directed by their teacher. Students who do not complete their ISS work will be counted absent for the class period attendance on the day(s) assigned to ISS.

Exam teachers need to send a list of exempt students to the office. Exempt students should be counted present by coding them as SAT in PowerSchool period attendance.

Students may not check out during an exam period. Students may checkout between exams if they do not have an afternoon exam scheduled. **Students must present a parent signed checkout note to their exam teacher before class begins.** Students must leave school after checking out.

### **Exam Exemptions**

As a reward for excellent attendance and academic performance, students may earn exemption from exams for the following reasons:

- If the student has an A average in the class with no more than 7 absences from the class.
- If the student has a B average in the class with no more than 6 absences from the class.
- If the student has a C average in the class with no more than 5 absences from the class.
- Students with a D or F average are not exempt from exams.

Seniors in good standing will be exempt from 2<sup>nd</sup> Semester Exams

Students with incompletes will not be eligible for exemption from final assessments.

Students, who have earned an exemption in a course, have the opportunity to take the exams to improve their final grades without negatively affecting their final grade.

Dual enrollment courses must follow the examination policy of the community college in which they are enrolled.

### **Cell Phones**

Students are not permitted to use cell phones during or after exams have concluded.

### **Cheating**

Consequences: A zero on the exam and parent notification.

### **Extra Curricular Activities**

Extracurricular activities should be held to a minimum during the examination period and those activities that are held will be scheduled so as not to conflict with examinations.

Fall SOL Testing Window: \*December 6-14, 2018

Last day teaching day: December 14

Semester 1 Exam Schedule: \*December 17-19, 2018

	a.m.	p.m.
December 17		4 <sup>th</sup> Period Exam
December 18	1 <sup>st</sup> Period Exam	3 <sup>rd</sup> Period Exam
December 19	2 <sup>nd</sup> Period Exam	(early dismissal)

Spring SOL Testing Window: \*April 24 -May 14, 2019

Last day teaching day: May 14

Semester 1 Exam Schedule: \*May 15-17, 2018

	a.m.	p.m.
May 15		4 <sup>th</sup> Period Exam
May 16	1 <sup>st</sup> Period Exam	3 <sup>rd</sup> Period Exam
May 17	2 <sup>nd</sup> Period Exam	(early dismissal)

\*DATES SUBJECT TO CHANGE DUE TO INCLEMATE WEATHER.