

STUDENT FACT SHEET FOR FIRST SEMESTER EXAMS - January 2019

WHEN: First semester Mid-terms/Final exams will be held on Tuesday, Wednesday, and Thursday January 15, 16, and 17 2019. Make-ups and Conflicts will follow the schedule below. Each exam period will be two hours long. Students will take an exam in the period designated below, with the regular teacher as proctor, in the regular classroom.

FIRST SEMESTER Mid-terms/Final Exam Schedule

DAY:	Tuesday, Jan 15	Wednesday, Jan 16	Thursday, Jan 17
7:30 to 9:30	Block 1	Block 5	Block 3
9:45 to 11:45	Block 2	Block 4	Make-Ups (Approved by Asst. Principal) and Conflicts (Beginning at 9:45)
12:00 to 2:00		Make-Ups (Approved by Asst. Principal) and Conflicts (Beginning at 12:00)	

– Make-ups and Conflicts –Must be approved by Assistant Principal–

PLEASE NOTE:

If bad weather cancels school on any exam day, there will be a Parent Link informing students and families of the updated schedule.

HOW: You **MUST** attend your scheduled exam! Your teacher will collect your book(s) and calculators (math classes) before giving you an exam. If you have lost your book(s) and/or calculator, you must pay for a replacement. On exam day, if you do not turn in your book(s) and/or calculator or pay for the materials, you will be given an exam and an obligation with be put in with your Center. If you fail to make up an exam, you will receive a “zero.” Reminder, even if you don’t have your book and/or calculator, you still must report to your scheduled exam.

BUSES: Bus arrivals and departures will be as follows:

ARRIVALS –Tues. 1/15, Wed. 1/16 & Thurs. 1/17	DEPARTURES
First Arrival —regular daily school time	First Departure —9:40 AM (All three days)
Second Arrival —9:30 AM – Tues. 1/15, & Wed. 1/16 (be at your stop two hours later than normal pick up time)	Second Departure —11:55 AM (Tues. 1/15, & Wed. 1/16)

CAFETERIA:

No lunches will be served on exam days. Students who arrive early may not enter the building before 7:10 a.m. (or 9:30 a.m. for the 2nd exam session). No one is permitted in the halls during an exam period. Students are expected to leave the building immediately after their last scheduled exam each day.

GRADES:

We encourage you to study hard for your exams and to do your best! Your exam is worth 20% of your total semester grade (for year long courses, your final is worth 10% of the first half of the school year). If you do not take an exam, fail to work seriously on it, or cheat on it, you will receive the grade of "zero" which will be averaged into your total grade.

ABSENCES:

Any student absent on any exam day (including any of the *pre-exam* days) **must have approval by** her/his grade assistant principal in order to qualify for a make-up exam.

MAKE-UPS:

Missed exams may be made up during the periods designated above at your assistant principal's discretion. A note from your assistant principal must be presented to the subject program coordinator in order to be issued the exam. See above concerning transportation home after make-up sessions.

STUDENTS, PLEASE USE THE CHART ON THE BACK FOR YOUR EXAM SCHEDULE

FIRST SEMESTER FINAL EXAM SCHEDULE

DAY:	Tuesday, January 15	Wednesday, January 16	Thursday, January 17
7:30 to 9:30	Block 1: _____ Room: _____	Block 5: _____ Room: _____	Block 3: _____ Room: _____
9:45 to 11:45	Block 2: _____ Room: _____	Block 4: _____ Room: _____	Make-Ups and Conflicts Beginning at 9:45
12:00 to 2:30		Make-Ups and Conflicts (Beginning at 12:30)	Make-Ups and Conflicts Beginning at 12:30

– Make-ups and Conflicts –Must be approved by Assistant Principal–