

MAHWAH HIGH SCHOOL
Mahwah, NJ 07430

TO: Parents and Students
FROM: Linda A. Bohny
DATE: August, 2018
RE: **SEMESTER EXAMS**

Schedule of Semester Exams:

January 21, 2019	January 22 and 23, 2019	January 24 and 25, 2019
Study Day: Test/Quiz Free No Major projects due	Periods 1 & 4 Exams Periods 6 & 9 Exams	Periods 2 & 3 Exams Periods 7 & 8 Exams

In order to give students time to study for tests and semester exams, all major tests in full year courses will be scheduled to be completed by January 17. All major written assignments, such as research papers, will be due by January 17.

Information for Students:

All class periods in which an exam is not given (e.g., full year academic courses, Physical Education, Study Hall, RC Support) will meet and continue instruction. January 22 through January 25 are regular full days of instruction for all students. Please note that student dismissal is 2:17 PM on each of these days. Student attendance will be taken during each period as per the attendance policy.

Examination Expectations for Students:

Giving or receiving assistance of any kind, looking at the test before the start of the test, working on test questions or marking the answer sheet after time is called, removing any test materials from the testing room, or causing a disturbance of any kind may result in a student's dismissal from the test.

Students should keep all books, bags, and backpacks closed and placed at the front of the classroom.

Listening to any portable music player, such as a cd player, MP3 player or radio, as well as any type of cell phone use, is not permitted during exams. Also, eating, drinking, and wearing hats are not permitted during the testing. No one may leave the testing room, except for an emergency with an escort, while the examination is in progress. Students should use the lavatory before entering their examination rooms.

Absentee Procedures:

Under extraordinary circumstances, and for compelling reasons, parents may request alternative arrangements for examinations. Please make such requests, *in writing*, to the Assistant Principal, by January 14, 2019.

Students who arrive late to an examination must work within the remaining scheduled time.

A student who is absent must have a parent call the attendance office to report the absence immediately. A written note explaining the reason for the absence must be submitted to the Assistant Principal, prior to scheduling an appointment for an absentee examination. Absentee exams will be administered in the Library/Media Center, and must be made up immediately on the next day the student is in school.

The only valid reason for missing an examination without prior approval is a doctor verified illness (doctor's visit required on day of missed exam); religious holiday; and death in family. Students on chronic illness list must see the doctor on the day of the missed exam. Parent notes for illness, waking up

late, and transportation issues will not excuse a student from an exam and the student will be given a grade of zero (0) for that exam.

An absent student will only be allowed to take a missed exam if the absence meets the criteria for being approved and is processed by the Assistant Principal.

If a student cuts an examination or their absence is not excused by the Assistant Principal, a grade of zero (0) will be given for that exam. If a student cuts an examination, a grade of "NW" (No Work = zero), will be given for that exam. If a student sits for the exam, but turns it in without any work completed, the student will receive a grade of zero (0).

IDEA / 504 / LEP Students:

If required by the IEP or 504 plans, alternative-testing arrangements will be made for students. Students entitled to extended time will start their examination with their regular classroom teacher, and may need to finish the exam with the teacher after school, or during study hall or RC Support class. IDEA/ 504 /LEP students will be expected to complete all examinations on the same day that these examinations are given to regular education students unless otherwise stipulated in their IEP or 504 plan.

Procedures in the Event of an Emergency School Closing or Delayed Opening:

DELAYED OPENING

In the event of a two-hour delayed opening on any exam day, students will arrive at 9:40 a.m. Due to the shortened periods on a delayed opening schedule, examinations will be scheduled for the next regularly scheduled class period.

FULL DAY CLOSING

In the event of a full day school closing on any exam day, examinations will be scheduled for the next regularly scheduled full day of school when the class meets.

First Semester Examination Exemptions:

Seniors with an academic average of 90.00 or above (no rounding of the final average) will be eligible to be exempt from final examinations in a semester course with teacher approval. However, please be aware that senior students *are not exempt* from multi-period project-based final assessments, regardless of having an academic average of 90.00 or above.

To determine the academic average in a semester course:

Exemptions for seniors (only) in a semester course:
 $(1\text{st m.p. grade} + 2^{\text{nd}} \text{ m.p. grade}) \div 2 \geq 90.00$

Students exempt from semester final examinations **must report to the study hall** that meets during that class period. Students are **NOT** approved for off-campus privileges during this class period.