

1ST SEMESTER EXAMINATION WEEK GUIDELINES

1. Students are to report directly to the exam room for the first exam period of the day; attendance will be taken there.
2. If there is a snow day during the week, the exams that would have been given on that day will roll over to the next day of school. All of the remaining exams will also roll forward. The exams to be given Friday morning will be given during a ninety minute block on the last day of the exam week. If there is a snow day on Friday, the exams will be given the following Monday.
3. **If a student misses an exam**, other than for an illness, he/she must pay \$25.00 when the rescheduled exam is taken. The make-up exam cannot be taken during a regular 42 minute study hall. The student must make special arrangements with the classroom teacher.
4. Students may dress down according to the dress code. (Hats, T-shirts and sweatshirts with school names, sports teams, Christian themes, and brand logos are permitted. Jeans must be neat, modest, and appropriate. Shorts that adhere to dress code guidelines are also permitted.)
5. **Students are required to be present for their exams. Attendance at other times will not be monitored by the school.** If a parent desires a student not to leave the building during the school day, the parent must clearly communicate that with the student.
6. Students **must** remain in the examination room until the exam period has ended. They should bring a book or other study materials to the exam period.
7. **Students who leave the building must sign out at the academic office.**
8. Students are encouraged to attend help sessions which are scheduled after lunch each day for the next day's exams.
9. Students who remain in school following lunch **must** report to a help session or the scheduled study hall. **Students will not be allowed to wait in the hallways for a ride. Please be prompt in picking up students who are not staying.**
10. Quiet must be observed in the halls during exam sessions.