

SEMESTER 1 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 in that room.
2. **If there is a snow day during Semester 1 exams, each exam will shift forward one day.**
3. **If a student misses an exam not due to illness**, he/she must pay \$25.00 when the rescheduled exam is taken.
4. Students are required to be present for their exams. Attendance at other times will not be monitored by the school.
5. Students **must** remain in the examination room until the exam period has ended. Students should bring a book or other study materials to the exam period.
6. **When students leave the building, they must sign out at the Academic Office.**
7. Students may attend help sessions which are scheduled after lunch each day for the next day's exams. **Students must remain in the help session until the end of the period.**
8. 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.**
9. Quiet must be observed in the halls during exam sessions.