EXAM INFORMATION

PLEASE READ AND POST.

1. Exams will be given on Wednesday, Thursday, and Friday December 14,15 and 16.

2. Students only have to be on campus when they have an exam. Students are NOT permitted to leave campus and return during the break time between exams. If students remain on campus when they do not have an exam, they MUST report to the Learning Commons. Students will NOT be allowed to wander around campus or be in any classroom building while exams are being given unless they are taking an exam.

3. Exams are 90 minutes long. All students must remain in the exam room for the entire 90 minutes. NO ONE will be allowed to go to their locker or to the restroom while exams are being given. Ample time is available between exams to take care of that.

4. Students must be in uniform for exams. Students who are not in appropriate attire will be sent to the office.

5. It is important to be on time for all exams. If you are tardy, you will FORFEIT the time on that exam. Please carefully go over the exam schedule so that you are at school at the appropriate times. It is YOUR responsibility to know your schedule.

6. Students should not be absent on an exam day unless they are seriously ill. According to the student handbook, all medical excuses during exams MUST have a doctor's note dated for that day. No exceptions will be made. Parents must call the school the morning of the exam to report the absence (preferably before 7:45).

7. If a student has an excused absence, make-up exams will be scheduled by the office.

8. All exams must be taken at the scheduled time unless the student has a schedule conflict. Conflicts should be brought to the attention of the administration and exams will be scheduled by the teacher and administration.