

GUIDELINES FOR SENIOR EXAMS- JUNE 2017

1. Seniors with a **cumulative course average of 90 or better in full year or Semester Two courses** as of **Wednesday, May 31st**, **may** be exempt from the final exam (teacher discretion). The last full day of regular classes for seniors is Wednesday, May 31.
2. Final exams will take place during class time (90 minutes) with the instructor for the course. Exams will be spread out over four days and students need only attend school when regularly scheduled class are taking place, they have exams scheduled, or they are attending specific senior activities. Seniors who are not scheduled to take an exam during a given period do not need to be in attendance that time but should follow the attendance procedures found on the back of this sheet.
3. All seniors required to take exams will follow the testing schedule developed in March. Exams may not be taken earlier than scheduled without written approval from the Dean of Instruction. Work conflicts will not be considered as a reason for rescheduling exams. These are scheduled school days and seniors are expected to be in school for scheduled exams.
4. Seniors must remain in class until the block ends, even if they have completed the exam. Students who need to make up exams will not be able to participate in any senior activities until exams have been completed.
5. **Seniors who must be in school during a non-exam or non-activity time must check in at the Attendance Office and will receive a pass to a designated area.**
6. Attendance must be taken in each exam room. **Students who are absent must get the absence excused in order to take the missed exam during a make-up period.**
7. **CELL PHONES AND IPODS MUST BE STORED OUT OF SIGHT DURING EXAM PERIODS.**