

# 2020 SECOND SEMESTER EXAMINATION SCHEDULE

## SENIOR EXAMS

Senior exams will be given on **May 13 (1<sup>st</sup> and 2<sup>nd</sup>), 14 (3<sup>rd</sup> and 4<sup>th</sup>), 15 (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>)**. The exams will begin at 8 AM in the Viking Dining Hall.

Seniors not exempting an exam will follow the posted schedule for exams. Only seniors graduating in May are eligible to exempt examinations. **Notes: Last Day for Senior Tests and Projects: May 6. Last day for senior attendance: May 12.**

### Procedure will be as follows:

- \*Teachers will receive a folder with their name at the top by Monday, May 11.
- \*Teachers will place senior exams for the first day in the folder and submit to Pam Vandiver's office by 3:30pm, May 12.
- \*Tests will be administered and folder placed in teacher box by noon of the same day.
- \*Teacher will place exams for next day in folder and return to Pam Vandiver's office by 3:30pm.
- \*Teachers will do all grading and entering of grades.

## UNDERCLASSMEN CLASS SCHEDULE

### TUESDAY, MAY 26, 2020

8:08 ..... bell to go to 1<sup>st</sup> period  
8:15 - 9:06 ..... 1<sup>st</sup> period  
9:11 – 10:02 ..... 2<sup>nd</sup> period  
10:07 – 10:58 ..... 3<sup>rd</sup> period  
11:03 – 11:54 ..... 4<sup>th</sup> period  
**11:54 – 12:22..... 1<sup>st</sup> Lunch**  
12:27 – 1:32 ..... 5<sup>th</sup> pd. for 1<sup>st</sup> Lunch  
  
11:59 – 12:27 ..... 1<sup>st</sup> Half 5<sup>th</sup> pd. for 2<sup>nd</sup> Lunch  
**12:27 – 12:55..... 2<sup>nd</sup> Lunch**  
1:00 – 1:32 ..... 2<sup>nd</sup> Half 5<sup>th</sup> pd. for 2<sup>nd</sup> Lunch  
  
11:59 – 1:04 ..... 5<sup>th</sup> pd. for 3<sup>rd</sup> Lunch  
**1:04 – 1:32..... 3<sup>rd</sup> Lunch**  
1:37 – 3:24 ..... 5<sup>th</sup> period Exam

### WEDNESDAY, MAY 27, 2020

8:08 ..... Bell to go to 1<sup>st</sup> period  
8:15 – 10:25 ..... 1<sup>st</sup> period exam  
10:25 – 10:45 ..... Break in Area  
10:50 – 1:00 ..... 2<sup>nd</sup> period exam  
1:00 ..... Dismissal

### THURSDAY, MAY 28, 2020

8:08 ..... Bell to go to 3<sup>rd</sup> period  
8:15 – 10:25 ..... 3<sup>rd</sup> period exam  
10:25 – 10:45 ..... Break in Area  
10:50 – 1:00 ..... 4<sup>th</sup> period exam  
1:00 ..... Dismissal

### FRIDAY, MAY 29, 2020

8:08 ..... Bell to go to 6<sup>th</sup> period  
8:15 – 10:25 ..... 6<sup>th</sup> period exam  
10:25 – 10:45 ..... Break in Area  
10:50 – 1:00 ..... 7<sup>th</sup> period exam  
1:00 ..... Dismissal

Please be sure that your students understand these policies.

### EXAMS AND EXAM EXEMPTION POLICY (APPLIES TO SENIORS ONLY)

1. Seniors who do not exempt exams must take their exams according to the **above** schedule. **NO EXCEPTIONS.**
2. This exemption applies only to second semester.
3. **ON MAY 8 DURING CLASS, TEACHERS WILL NOTIFY THE SENIORS WHO EXEMPTED THEIR EXAM.**
4. Students in Advanced Placement courses are not required to take final exams since they are taking the national AP examinations. Also, students taking end-of-course tests are not required to take final exams since they are taking the state examinations.
5. To exempt an exam second semester, a senior must:
  - a. Have an 80 average in the class
  - b. Have not been assigned to detention hall (for any reason) more than 3 days during second semester.
  - c. Have not been suspended from school second semester
  - d. Have not served in ISS second semester.

Students are to remain in examinations during the entire period and all students are to take exams at the regularly scheduled time. All attendance records must be maintained during exams. If you are not able to key in your absences (substitute in the room), please send the names of the students who are absent to the appropriate attendance office. Students are **NOT AUTOMATICALLY** excused from their study hall during exams. If a student does not want to come to his/her study hall during exams, (s)he must be excused by the parent/ guardian. Some students will have to be in study hall because of their transportation situation.

If a student is tardy to an exam: 1. Admit the student; however, DO NOT ADD the missed time to the end of the exam. (The exam must be turned in at the end of the regular exam period. 2. Submit a referral to the appropriate attendance office. Students missing an exam **MUST** have written approval from their assistant principal to make-up the exam. If a student is unlawfully absent, (s)he will **NOT** be allowed to make-up the exam. A student has 10 school days to take the examination. All exams must be made up by June 12.

**FACULTY: ALL SENIOR GRADES ARE DUE TO MRS. VANDIVER NO LATER THAN 10:00 AM, MAY 18.**  
**All underclassmen grades (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>) are due no later than 10:00 AM, JUNE 1.**