**1st Semester Exam Guidelines 20-21**

**Final Exam Bell Schedule**

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| ***Day 1***  ***December 16***  ***Periods 1-4a*** | ***Day 2***  ***December 17***  ***Periods 4b-7*** | ***Day 3***  ***December 18***  ***Remote Students/***  ***Exam Make-ups for All students*** |
| **1st (In-persoon students) - 8:35-9:26**  **(Remote students) - 1:30-2:20** | **5th (In-persoon students) - 8:35-9:26**  **(Remote students) - 1:30-2:20** | **3rd (Remote) - 8:10-9:00** |
| **2nd (In-person students) - 9:31-10:22**  **(Remote students) - 2:25-3:15** | **6th (In-person students) - 9:31-10:22**  **(Remote students) - 2:25-3:15** | **4a/4b (Remote) - 9:05-9:55** |
| **4a (In-person students) - 10:27-11:19** | **4b (In-person students) - 10:27-11:19** | **7th (Remote) - 10:00-10:50** |
| **3rd (In-person students) - 11:24-12:15** | **7th (In-person students) - 11:24-12:15** |  |

**Guidelines:**

1. All students are required to take an exam unless they are a senior and exempt. An exemption list will be posted on Principal’s Corner.
2. Student exams must be administered on the designated exam day and class period.
3. No exams shall be administered early unless it is a class performance, project, or

AP Class. See Principal for approval for any other exam type.

1. Teachers have the flexibility to administer a comprehensive exam or one that simply reflects comprehension or completion.
2. Teachers have the OPTION if the semester exam grade lowers the student’s semester average, then no exam grade should be entered into the gradebook.
3. Students should reasonably be able to finish an exam in 50 minutes. Please use good judgement when creating.
4. If students need additional time to finish an exam, they should come back in the afternoon or on friday to complete. Students should not be excessively late to their next exam.
5. Any student who takes an exam early MUST BE PRESENT during their regularly scheduled class period as well.
6. An Exempt student MUST BE COUNTED PRESENT during their regularly scheduled class period.
7. Students should remain in the classroom during the entire length of the exam.
8. Full Remote students shall have the option of taking an exam **In-person** or **Remotely** in the afternoon and on friday. Teachers may want to consider administering an alternative exam for these students.
9. 1st semester grades are due in INOW by Wednesday, January 6 at 3:40 p.m.