

BOARD POLICY

IHAA

INSTRUCTIONAL PROGRAM FINAL EXAMINATIONS

MARCH 1, 1990

Time shall be allocated for final examinations in all senior high schools at the end of each semester. Students are expected to be in attendance during these periods.

Final examinations may not be considered more than **25 20** percent of the semester grade. Every student shall be permitted to see his/her corrected examination, including the examination questions, within a reasonable time after semester grades are recorded.

It is recognized that final examinations may not be required of every student in every class situation. Procedures and regulations shall be developed which clearly define:

1. When and/or which final examinations will be optional.
2. Provisions which specify when students shall be advised of the examinations to be given.
3. The criteria used by the teachers to determine that a student shall be required to take an otherwise optional final examination.

ADMINISTRATIVE PROCEDURES IHAA

INSTRUCTIONAL PROGRAM FINAL EXAMINATIONS

APRIL 22, 1998

Senior High School Semester Examinations

High schools will schedule a final examination period during the last three pupil attendance days of the last week of each semester. Students will take their examinations on these days unless an exception is made by the principal. A maximum of two examinations, each one hour and forty-five minutes in length, will be scheduled each day. Any classes having no examination scheduled will meet for the same period for regularly planned instructional activities.

Final Examination

The Board of Education has given recognition to the importance of the final examination process by providing for half-day sessions on the three semester days in which finals are administered.

Administrative regulations require that all students attend classes on final examination days. Students will be expected to take final examinations; however, this requirement may be waived for specific courses. Exceptions may be made only with the recommendation of the department chairperson and with the specific approval of the principal.

A minimum of two days each semester will be set aside to review the course and to assist students to prepare for the upcoming examination. Teachers will provide and/or review appropriate study materials.

The final examination will not count for more than **25 20** percent of the semester grade. During the first card marking period of each semester, teachers will inform students of the final exam percentage. Students who fail to attend class on examination days must have their parents notify the **Attendance Office teacher** of their legitimate absence by 3:00 p.m. on the day of the absence. **The principal will determine whether the absence is legitimate if the teacher and parent cannot agree.**

Students who are absent without a valid excuse will be given an "E" for the final examination. Teachers will factor the "E" into the final semester grade for the student. Alternate final examination arrangements will be made for students with ~~excused~~ **legitimate** absences. Students have a right to see their corrected final exams within four weeks after the end of each semester.

In instances where a student would otherwise fail a required Michigan Merit Curriculum course in which a district developed common assessment is administered, but earns a score of 80% or higher on the district common assessment, the student will receive credit for the course and a grade of "S" for satisfactory.

The evaluation process is cumulative in nature and reflects the total performance of the student throughout the semester. The final examination provides additional assessment information in the evaluation process. The examination process should not be an occasion for undue anxiety or tension, but should be regarded as a reasonable and logical outcome of everyday classroom experience. As lifelong learners, students will benefit from this educational experience.