EXAM SCHEDULE 2016-17 for 1st SEMESTER

Theodore Roosevelt High School

(Revised December 7, 2016)

EXAM DAY 1 *(Monday, December 19, 2016):*

School opens for study at 7:00 a.m. All students report to PERIOD 1 classroom by 7:30 a.m.

1ST PERIOD EXAM	**7:30 — 9:00**
2ND PERIOD EXAM	**9:15 — 10:45**
Lunch	10:50 — 11:20**
6/7TH or 7/8TH PERIOD EXAM	**11:25 — 12:55**
Open Study	1:00 — 2:29**

EXAM DAY 2 *(Tuesday, December 20, 2016):*

School opens for study at 7:00 a.m. All students report to PERIOD 9 classroom by 7:30 a.m.

9TH PERIOD EXAM	**7:30 — 9:00**
10TH PERIOD EXAM	**9:15 — 10:45**
Lunch	10:50 — 11:20**
Make-Up Exams	11:25 — 12:55
Open Study	1:00 — 2:29**

EXAM DAY 3 *(Wednesday, December 21, 2016):*

School opens for study at 7:00 a.m. All students report to PERIOD 3 classroom by 7:30 a.m.

3RD PERIOD EXAM	**7:30 — 9:00**
4/5TH OR 5/6TH PERIOD EXAM	**9:15 — 10:45**** *(bus riders can get a grab-n-go lunch)*
Lunch	10:50 — 11:20
Make-Up Exams	11:25 — 12:55
EARLY DISMISSAL *(for students in district)*	12:15**
Open Study	1:10 — 2:29

***** Bus Pick-up Times***

(continue to the next page for general exam information)

Semester Exams – GENERAL INFORMATION

1. **VALUE OF EXAMS:** All students are required to take exams in all classes regardless of fees owed or books returned. Semester examinations count **20% of the semester grade.**

   SENIORS who need a passing grade on a final exam to achieve a passing grade in the course are required to take a final exam. Teachers may choose to give final exams to seniors in their courses. All students, including all seniors and January graduates, must take semester exams in January.

2. **CONTENT & FORMAT OF EXAMS:** All teachers are required to give semester and final exams in all subjects. Exams should be comprehensive to the extent that they test a student's grasp of the major concepts covered during the semester and require the use of the eighty-minute period. The nature of the exams may look different from class to class. Some will be traditional paper and pencil tests while others could be culminating projects or papers. Exams could also be a culminating presentation. It is the students' responsibility to make sure they understand their responsibility for **each** exam.

3. **EXAM PREPARATION:** It is expected that you take some time with your students to go over the exam process and techniques for exam preparation and any instructions that may be specific to your exams. Exams serve a curricular function and are to be treated as such. The goal is to give every student the opportunity to do well. Students need to plan on additional review outside the classroom in order to be prepared. Additionally, our expectation is that students will use non-exam times built into the daily schedule for study and preparation. The exam schedule is designed to maximize students' opportunity for achievement on the exams.

4. **EXAM SCHEDULE:** The exam schedule is the same for both semesters. The dates and times of the exams are published on the Theodore Roosevelt High School home page (www.kentschools.net/rhs) by the Administration. Please refer to the exam schedule to prepare for each exam day.

   The philosophy of final exams dictates that they are to be given ONLY at the time they are scheduled. **No exam may be taken early.** Excuses to be absent from exams MUST BE OBTAINED by the ASSISTANT PRINCIPAL at least ONE WEEK (five school days) PRIOR TO THE EXAM. Such excuses are strongly discouraged; but if granted, exams will be taken after the scheduled exam. Our expectation is that once a student arrives to school to take an exam, he/she will remain in school until his/her last exam for the day is completed.

5. **MAKE-UP EXAMS:** All make-up work and exams will be either the second and/or third exam day from 11:25 a.m. – 12:55 p.m. UNLESS SPECIFICALLY APPROVED BY AN ADMINISTRATOR. Failure to make up an exam will result in an "F" for the entire semester (or an "F" for the course if the exam is a final exam).

6. **BUS SCHEDULE:** The regular bus schedule will be in effect each morning during exam week. Please refer to the *Branching Out* school newsletter (available on the Theodore Roosevelt High School website) and other announcements (i.e. parent broadcasts) for specific bus schedules at the end of each exam date.

7. **In the event the weather forces cancellation of school** *(and this is a real possibility as we have learned from the past)* during the examination schedule, administration, faculty, and students are responsible for the missed scheduled examination on the next day school is in session. **Please review this with your students.**