

First Semester Exam Schedule 2023-2024

Exam Expectations:

1. All students will take semester exams in all classes.
2. No exams are to be given early. Consult with administration if changes need to be made.
3. Teachers will need to submit a copy of their exam to their assigned evaluator no later than **Wednesday, December 8th**. Please attach the [Semester Exam Cover Sheet](#) accordingly.
4. Teachers shall provide study guides to all students two weeks prior to the exam schedule.
5. At 1:45 PM on 12/20, ALL incomplete exams with a completed [make-up exam cover sheet](#) shall be turned in to Mrs. Vida McCants in guidance.
6. Students who do not take the semester exam by the close of January 9, 2024, will receive a “0” for the exam grade since taking the exam is a requirement for completing the course and receiving credit.
7. Please do NOT give I’s if exams are not made up by students. Give them a zero and leave a comment that the exam needs to be made up for grade to be adjusted and accurate.

Friday, December 15, 2023 (Will be a B Day)

Follow Regular Bell schedule, but NOT normal order of periods

8:30-10:35 a.m.	7th Period EXAM
10:35-10:40 a.m.	Transition
10:40-12:40 p.m.	4th Period
12:40-12:45 p.m.	Transition
12:45-2:15 p.m.	2nd Period
2:15-2:20 p.m.	Transition
2:20-3:10 p.m.	6th Period

Monday, December 18, 2022 (½ Day)

8:30 am - 10:10 a.m.	1st Period EXAM
10:10 am - 10:15 a.m.	
10:15 am - 12:00 noon	3rd Period EXAM
12:00 noon (dismissal)	
1:00 pm – 2:40 p.m.	Make-Up Exams (1st, 3rd, and 7th)
2:40 pm - 3:10 p.m.	Grading/Planning

Tuesday, December 19, 2022 (½ Day)

8:30 am - 10:10 a.m.	2nd Period EXAM
10:10 am - 10:15 a.m.	
10:15 am - 12:00 noon	5th Period EXAM
12:00 noon (dismissal)	
12:00 pm – 2:40 p.m.	Final Day for Make-Up Exams for ANY missed periods
2:40 pm - 3:10 p.m.	Grading/Planning

Wednesday, December 20, 2022 (Early Release Day)

8:30-10:50 a.m.	6th Period EXAM
10:50-10:55 a.m.	Transition
10:55-1:20 p.m.	4th Period EXAM
1:20 - p.m.	Early Release Dismissal

** Breakfast is served on ALL days. Grab and Go lunches will be provided for all students that would like a lunch on Dec. 18th and 19th as they are dismissed.

** 12/20/23: We will call classrooms by the intercom to come to the cafeteria, grab their bagged lunches, and return

to the classroom to eat. There will be no one eating in the cafeteria. We will begin calling at 11:00 AM.

Make-Up Exam Schedule:

Makeup exams will be given to those students who are suspended, approved excused absence, or unexcused absence as follows as indicated above.

- a. *December 18
 - i. 1:00 pm – 2:40 p.m. Make-Up Exams for 1st, 3rd, and 7th Periods (with the teacher)
- b. *December 19
 - i. 1:00 pm – 2:40 p.m. Make-Up Exams for **ANY** missed Periods (with the teacher)
- c. January 9, 2024
 - i. 8:00 am - 12:00 p.m. FINAL Make-Up Exams for **ANY** missed Periods (with M)
 - ii. If a student fails to make-up the semester exam in a timely fashion, the student will receive an F for the exam. Last day to make-up semester exams is January 9, 2024.