

**FINAL EXAM SCHEDULES – 2015-16
SECONDARY SCHOOL**

***FIRST SEMESTER**

Date	Period	Time Allocation
Wednesday, January 13	1	1 hour 45 minutes
	10 minute Passing Period	
	2	1 hour 45 minutes
Thursday, January 14	3	1 hour 45 minutes
	10 minute Passing Period	
	4	1 hour 45 minutes
Friday, January 15	5	1 hour 45 minutes
	10 minute Passing Period	
	6	1 hour 45 minutes

Buses are scheduled to be available for student pick up 3 hours and 40 minutes after the start time of each school.

Tuesday, January 19	Test make-up during class, or before and after school. (Note: There is no school on Monday, January 18)
Monday, February 1	Report cards distributed

***SECOND SEMESTER**

Date	Period	Time Allocation
Thursday, May 26	1	1 hour 45 minutes
	10 minute Passing Period	
	2	1 hour 45 minutes
Tuesday, May 31	3	1 hour 45 minutes
	10 minute Passing Period	
	4	1 hour 45 minutes
Wednesday, June 1	5	1 hour 45 minutes
	10 minute Passing Period	
	6	1 hour 45 minutes

Buses are scheduled to be available for student pick up 3 hours and 40 minutes after the start time of each school.

Thursday, June 2	Test make-up. (Note: There is no school on Monday, May 30.)
Friday, June 10	Final report cards mailed to parents

END OF STUDENT DAY – Varies by school start time (3 hours 45 minutes)
TEACHER LUNCH – Determined by school

Full day employment for teachers
Remainder of 7-hour 11-minute day for preparation time and test make-up

NOTE: Any deviation from the above schedules must be communicated to your Performance Zone/ Division Office, the Transportation Office, and the Food Services Office. Please remember to inform your school community of the semester final exam schedules for school.

*Block Schedule: Schools on block schedule will have three early release days for semester exams. To accommodate the additional two periods, exams will begin on the last day of instruction in each semester, followed by attendance for the remainder of the school day. Exams will begin on January 12 and May 25.

Semester Examinations in Secondary Schools (5121)

- A. Evaluation of material taught is an integral function of the teaching/learning process. This is to be accomplished at the completion of each unit of work as well as at the end of each reporting period. It is expected that a final exam will be administered at the end of each semester in all classes. This semester exam will count for no more than 20% of the semester grade and shall be a comprehensive test of the material covered during the semester.
- B. In order to place proper emphasis on semester examinations, schools are not to schedule any extracurricular activity during the designated examination week. Extracurricular activities may resume at the end of the students' day on the last day of the designated examination week.
- C. The District will identify examination days. Each secondary school is to follow this schedule.

Semester Testing Guidelines and Requirements

To ensure that an appropriate educational environment is maintained during the end-of-semester testing, it is imperative that each principal takes appropriate action to ensure that the following testing guidelines and requirements are implemented.

1. The teaching day will be a 7-hour and 11-minute instructional day. Teachers will receive a duty-free lunch period and then provide a student make-up period for the remainder of the day following the minimum-day test schedule.
2. Arrangements must be made with cafeteria managers regarding serving food on minimum-day test schedules.
3. When minimum-day test schedules are implemented, principals must communicate to feeder schools and, if necessary, provide security assistance to the schools.