

## **PROCEDURE FOR EXAMINATIONS FOR HIGH SCHOOL LEVEL COURSES**

An examination is an integral part of the learning process and its value and usefulness must be maintained.

The provisions listed are established to encourage academic effort and instructional support.

1. Examinations are given on a semester basis.
2. An examination schedule of a minimum of two (2) days is observed.
3. A minimum of a two-hour and twenty-minute examination period is allowed for each examination.
4. A student taking an examination remains in the class during the entire examination period.
5. Examinations are to be taken at scheduled times.
6. Examinations will count a minimum of 25% of the course grade.
7. For the purpose of this regulation, an examination is defined as a comprehensive test covering material taught during the entire semester. In the case of end-of-course tests, the final examination will cover all curricula for the entire course, regardless of the course length.
8. No extracurricular activities (example: athletic events, rehearsals) and/or participation or practice for such activities may be scheduled after school is dismissed on the day prior to the first day of examinations until after school has been dismissed on the last day of examinations.

**Last Revision/Adoption:** April 11, 2005

**Legal References:** None

**Cross References:** None