



Midterm Examination Procedures and Weather Contingency Plan for Students January 2020

Midterm exams dates are scheduled for **January 14, 15, and 16**.
Conflicts and make-ups are scheduled for **January 17**.

Exam procedures:

- Students must be in complete uniform.
- Any student arriving after the start of exams must report to the Attendance Office to get a pink late slip.
- If a student is ill and unable to come to school for her scheduled exam, a parent should contact the school before the start of the exam.
- Students must remain in the exam room for a minimum of 1½ hours and must remain silent in the hallway upon leaving.
- Students may not go to their lockers in areas where an exam is still in progress.
- In an effort to maintain a quiet testing environment, students who leave an exam early and remain on campus may proceed to the gym, not to the Lobby or Reception Area.

Technology Policy

- During an exam, cell phones may be kept in backpacks but must be **turned off**.
- As with a normal school day, students may not use cell phones throughout the day.
- No smart or digital appliances of any sort (including earbuds, air pods, earphones, or watches) may be worn during the exam. However, students may wear analog watches.
- When students have finished their exams for the day, to keep an environment of quiet and respect for those still taking exams, cell phones may only be used in the gym.

Available areas for student use during exams:

- Library
- Supervised classrooms, academic offices, and computer labs

General Reminders

- Lunch Box service will NOT be available on the exam days.
- When students have two exams in one day:
 - Seniors may leave and return between exams.



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- All other students must stay on campus if they have a morning and afternoon exam.
- When students have one exam in a day, they have to report to school only for that exam. They do not have to stay the full exam day.
- The exam schedule and procedures will be posted on the website and provided via email.

Inclement Weather Policy

- Exams will stay in the same sequence as originally scheduled. The order will not change regardless of delays or closings due to weather.
- If a two-hour delay is announced for Mercy, the exam times will be as follows:
 - Morning exam: 10:00 - 12:00
 - Afternoon exam: 1:00 - 3:00
- If an early dismissal is announced, we will complete any exam that has been started prior to the announced dismissal time.
- If school is closed due to inclement weather, remember that exams will resume sequentially. It may mean that what was scheduled as a make-up day will become a full exam day and the schedule will continue into the following week.
- Refer to the website, Mercy's Facebook page, your Mercy email, or Mercy app alerts for special announcements.

Request for Schedule Change

It is expected that any request to change the date or time for a scheduled exam will be for serious reasons, not for convenience. If a student must request a change to her exam schedule, she must submit the request in writing to the Exam Coordinator at least one week in advance of the first exam day. If approved by the principal, the coordinator will reschedule the exam.