

# Midterm Exam Procedures for Students

## January 2022

### Schedule

<b>Date</b>	<b>8:30 am – 10:30 am</b>	<b>11:30 am – 1:30 pm</b>
Monday, 1/17	No exams (MLK Day)	
Tuesday, 1/18	Social Studies	English
Wednesday, 1/19	AP Computer Science Financial Literacy Conflicts	Science
Thursday, 1/20	World Languages	Math
Friday, 1/21	Conflicts/make-ups	Conflicts/make-ups
Monday, 1/24	No classes, grading day for teachers	
Tuesday 1/25	First day of Semester 2 (Red Day)	

### 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 Ms. Jester, exam coordinator, before Christmas Break, to be reviewed by Ms. Adelsberger. If approved, Ms. Jester will arrange for the exam to be rescheduled and will notify the teacher of the change.

Students taking more than one class in an academic subject with an exam (for example two science classes or two math classes) will need to submit a request to Ms. Jester to take one of the exams during a conflict/make-up exam period.

### 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 an early dismissal is announced, we will complete any exam that has been started prior to the announced dismissal time.
- 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

*Refer to Mercy's Facebook page, Plus Portals messages and text alerts for special announcements.*

### Arrival, lunch and leaving

- Attendance is taken in each exam. There is no advisory check-in. If a student arrives late (after the exam has begun), she must first check in with Ms. Garrett in the attendance office.
- Students must be in full uniform.

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- When students only have one exam in a day, they only need to come in for that exam.
- Exam length is two hours (with the exception of students who receive extended time on tests), but students may leave if finished after 90 minutes. Silence must be maintained in the hallways where exams are still taking place.
- When students have two exams in one day, seniors may leave and return to campus in between exams. All other students must stay on campus in between their morning and afternoon exams.
- The dining hall will be closed 20 minutes prior to the start of each exam to allow time to set up.
- For exams administered in the dining hall, students will be admitted once exams have been set up. Students will then be instructed to line up in silence around the perimeter of the dining hall and wait for instructions to be seated.
- *Yay Lunch* will not be available during exam week.

### **Available areas before, in between and after exams:**

- Library (quiet study area)
- 1<sup>st</sup> floor lobby (quiet area while exams are in progress)
- Dining hall (except while being set up for an exam and during an exam administration)
- Gym
- Gym balcony (only after the last exam of the day while waiting to be picked up)

### **Locker access**

- Lockers will not be accessible in any area where an exam is still being given (i.e. Religion wing, first floor classroom wing, Science wing). That means students will not be able to go to their lockers until after the exam and/or extended time exam period is over. **Students should keep all of their belongings with them throughout the day.**

### **Technology policy**

- During an exam, cell phones may be kept in backpacks but must be turned off.
- Only analog watches may be worn during exams. No smart watches.
- Cell phones may only be used in the following areas before or after an exam:
  - Lobby
  - Gym balcony (while waiting to be picked up)
  - Reception area
  - Dining hall (but not during lunch or during an exam)