

Final Examination Procedures 2018

Exam times:

- **Friday, June 1st:** 11:30 am-1:30pm (*Social Studies*)
- **Monday, June 4th:** 8:30 am-10:30 am (*English*)
11:30 am-1:30 pm (*World Languages*)
- **Tuesday, June 5th :** 8:30 am-10:30 am (*Math*)
11:30 am-1:30 pm (*Conflicts*)
- **Wednesday, June 6th:** 8:30am-10:30 am (*Science*)
11:30am-1:30 pm (*Conflicts*)

Exam procedures:

- Students must be in complete uniform for all exams.
- Any student arriving after exams begin must report to the Attendance Office to get a pink late slip. If a student arrives late to an exam, she will be allowed in to take the exam but will not be afforded any extra time on the exam.
- If a student is ill and unable to come to school for her scheduled exam, a parent must contact the school before the start of the exam. Students must provide documentation of their illness upon their return and plan to take the missed exam during exam conflicts (**either Tuesday, June 5th, 11:30 am or Wednesday, June 6th, 11:30am**).
- Students must remain in the exam room for a minimum of 1 1/2 hours and must remain silent in the hallway upon leaving.

Technology Policy:

- Cell phones may be kept in backpacks but must be turned off until the end of the exam period.
- Smartwatches or any watch that is not analog, is not to be worn at any time during exams.
- 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 these areas:
 - Lobby
 - gym balconies
 - reception area
 - dining hall (except during lunch)

Available areas for student use during exams:

- Dining hall counters, when exams are not being given in dining hall

- Library
- Dining hall when not used for an exams
- Supervised classrooms, offices, and computer labs

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General Reminders

- Lunch Box service will **not** be providing lunch during exams. Students must bring their own lunches during exam week. Students may bring their lunches with them to the exam room if they will be staying for more than one exam.
- When students have two exams in one day, they must stay on campus in between exams.
- When students only have one exam in a day, they only need to come in for that exam; they may arrive late or leave early accordingly.