**Administrative Guideline**

**Last Date Edited September 30, 2024**

**Final Exam Administrative Guidelines**

Semester examinations/Finals are an important type of summative assessment that is used to gauge a student’s mastery of course material. High school semester examinations/finals that are comprehensive in nature prepare students for rigorous postsecondary expectations. Schools will notify students, teachers, and families of the finals schedule. Schools will hold finals on the last two full instructional days for each semester. The final exam is worth 15% of the semester grade. If a student skips the final exam, the student will receive a zero on the final exam, which will negatively impact the semester’s final grade. Students may not complete their final exam early (i.e. travel plans) without permission from Principal or Associate Principal. Final exams are worth 15% of the semester grade except for:

* Classes which have end of course exams (i.e. Dual Credit Exams or AP Exams) may use those tests instead of a final exam for the semester in which the exam is given. If there is not a standard exam given first semester, then a final exam should be given.
* CTE students, in the semester that they are completing their program of study and completing the NOCTI assessment as part of their program of study evaluation.
* A student who has 3 or fewer nonexempt absences per semester,
* Exempted absences are NOT the same as excused absences. Exempt absences include: school functions, such as competitions; documented religious activity requiring members to refrain from attending school, etc.; death in immediate family (up to 3 days); college visits (total 3 days for junior and senior year, not each year), or exemption from finals.

Those students exempt from finals will have nine weeks grades averaged in lieu of the final exam grade. Exempt students will not be denied the opportunity to take a final if they or their family choose. Exempt students who choose to take the final exam will have the exam grade recorded as per the final exam administrative guidelines.

Final exams will be administered each semester. Students who are unable to take finals due to extenuating circumstances may have an opportunity to make up their exams. Students must have first semester finals completed by January 15th of the second semester. Students must have second semester finals completed prior to the start of the next school year. Families and students must be notified of the date and time of the final exam. Due to the time between course completion and final exam, students must be given an opportunity to review material or be provided with a study guide.