

TEACHER INFORMATION
FIRST SEMESTER EXAMINATIONS

1. **EXAMINATION DATES:** **January 21, 22, 23, 2014**

2. **EXAMINATION TIMES:**

January 21	9:00 – 10:30	January 22	8:00 – 9:30	January 23	9:00 – 10:30
	12:30 – 2:00		10:00 – 11:30		12:30 - 2:00
			12:30 – 2:00		

3. All teachers will give final exams to all students. Some classes (activity type) may give exams early after first consulting the principal.

4. If a student fails to take an examination due to illness, a conflict or some unusual circumstances beyond his/her control, he/she may make arrangements to take the exam **within two weeks** of the scheduled exam.

5. Take attendance in each exam given and **turn the absence slip** into the principal's office.

6. Students must be kept in the classroom for the designated time. **NO EARLY DISMISSALS.**

7. No student should have any part in correcting, or recording any of the exams given. Every effort should be made to keep exams and scores a private matter between the student and the teacher.

8. All teachers are to meet with the proctors before their scheduled exam to go over procedures and instructions. **Watch for cheating (ie, Cell phones, etc.)**
Circulate about your room during the exam.

9. Examinations will be given as scheduled. Please inform your students as to the time, place and dates of their examinations.

10. **Examination Copies**
Copies of your examinations are to be turned into the principal's office by **Friday, January 24, 2014.** Enter the name and grade of the subject and the teacher's name on the top of the sheet.

11. **Completed Exam Copies**
Completed student exam copies are to be labeled, tied up, or bundled and turned into the principal's office by **Friday, January 31, 2014.**

12. **Exam Credits**
 - a. Academic classes are to receive 1/3 credit on exams given.
 - b. Performance – oriented classes are to receive 1/5 credit credit on exams given.
 - c. Students are to be informed by their teachers whether they will receive 1/3 or 1/5 credit for their examinations.

13. **Teachers** will receive a memo on putting grades in the computer.

14. **Senior Failures**

Teachers are requested to submit a list of senior failures to the principal's Office by **Friday, January 24, 2014.**

15. **Incompletes**

Students who receive incompletes should make arrangements to complete their work within two weeks after the end of the first semester. Deadline for recording of the grade earned by the student who received an incomplete is **January 31, 2014.** Indicate an incomplete by filling in the **"I"** on the worksheet.

16. **Citizenship Marks**

On the grade worksheets, under social habits column, please enter your general estimate of your pupil's citizenship standing.

1	-	Excellent
2	-	Good
3	-	Average
4	-	Poor
5	-	Disruptive

17. **Grade Changes**

Grade changes can be turned into the principal's office or Sherry Burdick's Mailbox.