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Cranford High School

(908) 709-6282 MARK CANTAGALLO, *Principal*

To: Teaching Staff
From: Mark Cantagallo, Principal
Date: May 2017
Subject: Final Exams

Below is the final exam schedule for this year:

	June 15	June 16	June 19	June 20
8:15 – 10:15	Period 8	Period 6	Period 4	Period 2
10:45 – 12:45	Period 7	Period 5	Period 3	Period 1

- **There will be no lunch served in the cafeteria on exam days.**

Wednesday, June 21, is the make-up day for exams. This day will also provide an opportunity for teachers to review exams with students.

Make-up Procedures: Inform students it is their responsibility to contact you immediately upon return to school to arrange for a make-up exam. If a student is absent on an exam day and the absence is **excused**, the teacher should make every attempt to have the student make up the exam during the exam scheduled periods or at the end of the shortened school day. A student can use the following periods during the exam schedule to make up an exam:

- (1) study hall
- (2) class exempt from exam or not giving an exam
- (3) physical education

When a make-up exam is taken in the manner above, please send the subject teacher a note to release the student from class. **Only** if it is not possible for a make-up exam to be scheduled in the above manner, the teacher should arrange with the student for a make-up time slot for **Wednesday, June 21** (see form below). The teacher should then place the student’s exam in an envelope with the following information clearly indicated on the front: **student’s name, teacher’s name, course title, period number, and make-up time slot** (indicated at the bottom of the envelope please). This envelope is to be taken to the library and **handed** to either Ms. Melleno or Ms. Grand. The student’s name will be recorded in the make-up time slot. Please do not leave the envelope until it is

clear there is room in the library at that time. Hopefully, very few students will be absent on exam days. Please stress the importance of being present and on time for exams. **All exams are to be made up by the end of the school day on Wednesday, June 21.**

Senior Exemptions – Semester Courses

Any senior student who earns an average of 90 (A-) or better in the two (2) marking periods prior to the final exam will be exempt from taking the final exam in that particular course. If an exempt student chooses to take the final exam, the grade attained will be used to determine his/her final grade.

Senior Exemptions – Full Year Courses

Any senior student who earns an average of 90 (A-) or better at the end of four marking periods and a mid-term examination will be exempt from taking the final exam, the grade attained will be used to determine his/her final grade.

Any student who takes the A.P. exam in a particular subject is exempt from taking the final exam in the course.

Final Reminders:

1. Teachers, please work with your supervisor/colleagues in preparing and developing the exams.
2. Students **MUST** stay in the room for the full exam period.
3. All students are expected to take their exams on the scheduled periods and days. An unauthorized absence from an exam will result in loss of credit for a semester course or a final exam failure for a full year course. Any student who cuts an exam, leaves an exam room without teacher permission, or does not return to a room in a reasonable amount of time (after having teacher's permission) will receive a zero for the exam. If, however, a student is excused for an absence, the make-up test may be administered during an unscheduled exam period the day of his/her return to school.
4. Teachers are required to be in school during regular hours (8-3:20). Lunch hour for staff is one (1) hour from 1:00 – 2:00.

