

## QUARTER AND SEMESTER EXAMINATION POLICY

1. Students must be eligible to take quarter and semester examinations.
2. Students are ineligible to take examinations if tuition is owed, fees have not been paid or uniforms and/or equipment have not been returned.
3. Students who are eligible will be issued an examination pass approximately one week before the examinations. The pass must be shown to the teacher before they may be given an examination.
4. In order to maintain the integrity of examinations the school will not administer examinations before the scheduled dates.
5. The Assistant Principal for Studies will arrange make-up examinations that are necessitated by illness or an exception granted by the Principal. Students who miss an examination due to illness may be required to produce a note from their doctor explaining the nature of the illness in order to be eligible to make up the missed examination.
6. Students who miss an examination for any reason other than illness or an exception granted by the Principal will receive a zero (0%) grade for the examination
7. A student who misses one or more quarter or semester final examinations because she or he is ineligible will not be allowed to make them up and will receive a zero (0%) for each one missed.
8. The annual calendar, posted on the website each spring, designates the examination days. Parents who choose to take their student(s) on vacations or family trips or absent their student(s) from examinations for any reason other than illness or an exception granted by the Principal choose to lower student grades.
9. Quarter and semester final examinations are given in all courses, including AP courses where, in the second semester, AP examinations have been taken.

11-10-09