

EXAM WEEK POLICIES

- 1) 7th – 12th students are extended the privilege of late arrival in the morning before 8:20, but must be seated in the exam room prior to the administration of the exam. If a student arrives during regular drop-off time, that student is expected to be present and seated in the exam room by 8:10 and not freely roaming campus.
- 2) If a student is exempt from an exam, that student is not required to be on campus during the administration of that exam.
- 3) If a student is exempt from the first exam period of a particular day but must take an exam during the second exam period, that student has the privilege of arriving later to campus between 10:00-10:20. If a student is exempt from an exam but is on campus, that student will study quietly in the exempted exam room with the remaining classmates.
- 4) No student may leave campus early without written permission from a parent or guardian. Verbal permission will not be accepted. The permission documents will be submitted to and kept in the front office.**
- 5) Students will remain in their exam room until the full completion of the exam period. Additionally, no student will be allowed to leave campus, even with permission, during the timeframe of an exam period (medical and emergency occurrences excluded).
- 6) A senior may leave the exam room after completion of their last scheduled exam for that particular day, but must depart campus immediately after the exam and subsequent sign-out procedures.
- 7) All normal sign-in and sign-out policies apply (all late arriving and early departing students must sign in/out in the front office).