

## HIGH SCHOOL EXAM EXEMPTION INCENTIVE PROGRAM

**Mid-term and Final Exams will be given in each high school course. To encourage scholarship, good attendance, and good behavior students may earn the opportunity to participate in an exemption incentive based on scholarship (to include assessment performance and semester averages), attendance\* (\*calculation to include tardies to school and class), and conduct. (Calculations in each area are measured by semester.)**

### **SCHOLARSHIP AND ATTENDANCE:**

To be eligible for participation in the exam exemption incentive from a mid-term or final exam a student must meet the following assessment, grade, and attendance standards.

### **ASSESSMENT STANDARD:**

A student who has passed all of the required HSA exams and has completed all of the required MCAP assessments needed for graduation, will be eligible for participation in the exam exemption incentive program, provided all other criteria have been met.

### **GRADE AND ATTENDANCE STANDARD:**

A student meeting the grade and attendance standard as noted in this section will be eligible for participation in the exam exemption incentive, provided all other criteria are met.

SEMESTER AVERAGE*	MAXIMUM DAYS ABSENT**
A	4 days absent – Excused or Unexcused
B	3 days absent – Excused or Unexcused
C	2 days absent – Excused or Unexcused

\*Semester Average calculated by averaging the letter grade of the two term grades and then rounding down in accordance with the county grading policy. (Example: A “B” is worth 3 grade points and a “C” is worth 2 grade points so the average is a 2.5. Round down and the semester average would be a C)

*Note: An E in either marking term will disqualify the student from exam exemption*

\*\*Days absent will be determined by official school attendance, not class attendance. Half days are rounded up

Each set of any three referred incidents of tardiness beyond the third incident will equate to a single day of absence for this calculation. (Example: A student having 1 day of absence and having been referred for tardiness 6 times will be considered for participation in this incentive program as a student having 3 days of absence.)

### **CONDUCT STANDARD:**

A student with one or more days of out of school suspension during the semester will not be eligible for participation in the exam exemption incentive and will be required to take exams regardless of MCAP performance, grades or attendance.

## ADDITIONAL EXAM EXEMPTION INCENTIVE PROGRAM INFORMATION:

### General Provision:

A student may choose not to participate in the exam incentive program. A student may wish to take exams regardless of meeting the exemption criteria to improve his/her semester average. This option is “no fault” as the student will receive the higher of the grades (most recent term or exam) as the exam grade. Example:

	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	Exam	Sem. Ave.
Exempt and <u>takes</u> exam	B	C	B	B
Exempt <u>does not take</u> exam	B	C	C	C

### Administrative Procedures:

Attendance accountability will begin on the first day of official school attendance in August and the first day of the second semester in January.

If the exempt student fails to maintain attendance or grade eligibility during the period between running the attendance and the exam, the individual teachers will notify the student and parent by phone call or written notice that the student is no longer exempt from the exam.

Distribution of sign off sheets will occur in English classes.

Notification to parents of the exam incentive program will be distributed at the beginning of the school year.

Exam schedules will be announced by the principal.

Teachers will take class attendance during exam days.

Exempt students will not be required to attend school during the exam periods. The parent/teacher sign off sheet will serve as permission to be absent from school during those periods. A parent note is required for the student to leave the building during any other period.

If the student is not exempt during a period, he/she is expected to be in class. If the student skips the exam, he/she earns an E for the exam.

Activities will be planned for exempted students who remain at school.

If a student is exempt from the mid-term exam, his/her **2<sup>nd</sup> marking term grade** will be recorded as the mid-term exam grade. If a student is exempt from the final exam, his/her 4<sup>th</sup> marking term grade will be recorded as the final exam grade.

### Advanced Placement (AP) Exam Participation Incentive

THIS SECTION IS RELEVANT ONLY TO THOSE STUDENTS TAKING THE AP EXAM FOR THE AP CLASS IN WHICH THE STUDENT IS ENROLLED.

If the student participates in the AP exam for the AP course of enrollment, the student will be automatically exempt from the final exam in that class.

This does not apply to mid-year exams for the AP class. The criteria detailed in sections regarding scholarship, attendance, conduct, etc. are to be applied for mid-term exam exemption incentive status.