

## EXAM PROCEDURES

1. Each exam counts for 20% of the semester grade, and 10% of the final grade. The 4-point grading scale based on the letter grade is used for calculation (NOT the percentages).

A	100 – 93 = 4.00	B+	89 – 87 = 3.50	C+	79 – 77 = 2.70	D+	69 – 67 = 1.70	F	Below 60 = 0.00
A-	92 – 90 = 3.70	B	86 – 83 = 3.20	C	76 – 73 = 2.30	D	66 – 63 = 1.30		
		B-	82 – 80 = 3.00	C-	72 – 70 = 2.00	D-	62 – 60 = 1.00		

$$\text{Sem 1 Average} = \frac{(2 \cdot Q1) + (2 \cdot Q2) + (Ex1)}{5} \quad \text{Sem 2 Average} = \frac{(2 \cdot Q3) + (2 \cdot Q4) + (Ex2)}{5}$$

$$\text{Final Average} = \frac{(2 \cdot Q1) + (2 \cdot Q2) + (Ex1) + (2 \cdot Q1) + (2 \cdot Q2) + (Ex2)}{10}$$

2. In order to pass a full year course in which an exam is given, the student must pass at least one of the following: the second semester exam OR the average of the third and fourth quarters.
3. It is the student's responsibility to know the exam schedule and be present at the proper times. Except in the case of illness, missed exam time may not be made up.
4. Students must check the posted exam schedule for scheduling conflicts. If a conflict occurs, the student must see the subject teacher in advance of exams beginning to resolve the conflict.
5. If a student is ill during exams, the family must follow normal call-in procedures. When the student returns to school, it is his/her responsibility to schedule a make-up time with the teacher. This must be done immediately.
6. The student is responsible to return all texts and equipment for Semester Courses before the exam is given. EXAMS MAY NOT BE GIVEN to a student until this occurs or monetary recompense is made.
7. Students must remain in the classroom until the end of testing. Students should bring materials to study after they have finished the exam.
8. Due to COVID restrictions students are permitted in the building 15 minutes before their exam and must leave campus within 15 minutes of their last exam.
9. Students may not congregate on NC property. Locker rooms are off limits, and hallway lockers may not be accessed during exam periods. Quiet must be maintained in the halls during testing.
10. Students are allowed to wear jeans (no cargo styles), sport shirts, sweats, and athletic shoes on exam days. Leggings are not permitted. Shirts are to have no offensive or suggestive writing on them. No torn or cut clothing is permitted. Hats and jackets are to be removed, and kept at the front of the room with other personal items, including cellphones. Students violating these expectations will be sent home to change, and exams (or parts of exams) missed due to dress code will not be made up. Please use good taste and common sense.
11. Backpacks will be stored outside the classroom during exams.
12. Hot lunch and snack bar services are not available on exam days.
13. All detentions must be served by the **last day of the semester**.
14. Busing will occur at standard times during exam days but students will not be permitted to be inside the building to wait on their bus.