

# 1st SEMESTER TESTING SCHEDULE & GUIDELINES

This entire form must be returned to each student's 6<sup>th</sup> Period teacher by Friday, December 16, 2011. Students who don't have a 6<sup>th</sup> period class need to return it to the office by 3:45 pm on that day. No forms will be accepted after this date/time.



DAY 1		DAY 2	
Wednesday, December 21		Thursday, December 22	
Period		Period	
1	8:15 - 9:45 am	2	
3	9:55 - 11:25 am	4	
Open Lunch	11:30 - 12:00 pm	Open Lunch	
5	12:05 - 1:35 pm	6	
7	1:43 - 3:13 pm	8	

- SEMESTER EXAMS:** All students are required to take some type of final test or project in each of their academic classes. This summative assessment will last at least 60 minutes and count 10% towards the student's final grade. All tests begin promptly when the bell rings.
- OPEN CAMPUS & ODRs:** The privilege of having Open Campus during Semester Tests is linked to Office Discipline Referrals (ODRs) and specific attendance criteria. Therefore, beginning on Monday, November 28 through Tuesday, December 20, any student who meets the below criteria will not be eligible for Open Campus privileges during Semester Tests:
  - Receives an ODR for any reason (except for a first-time offense for an accidental cell phone violation);
  - Incurs an unexcused absence (either from being truant or 5+ minutes late);
  - Incur two (2) or more tardies for any class.
- REPORTING LATE TO CLASS = TARDY:** If a student reports late to class, they will not be allowed to take the final exam at that time. Instead, they need to report directly to the office where their time of arrival will be recorded and they will be marked as "tardy." The student then loses all Open Campus privileges for the remainder of the testing days and must remain in each class until the 90-minute mark has ended. Any student that shows up late to an exam but then fails to report to the office will be marked as "unexcused."
- NOT SHOWING UP TO AN EXAM = UNEXCUSED ABSENCE:** If a student does not show up for an exam they will be marked as "unexcused," will lose all Open Campus privileges for the remainder of the testing days, and will face disciplinary action for incurring an "excused" absence. The student must also remain in each class until the 90-minute mark has ended.
- EXAM MAKE-UP:** Students that are either tardy or unexcused will need to meet with their teacher to determine a time to make-up their final exam; this test may be harder and more extensive than the original exam.
- NO OPEN CAMPUS PRIVILEGE:** For each testing period, students who do not have Open Campus privileges must remain in each of their assigned classes until the 90 minute mark has elapsed. Students who have Caf , Study Hall, or Study Center in lieu of an exam must report to the Caf  where their attendance will be taken. As well, any student who does not have open campus but still leaves at (or after) the 60 minute mark will then be counted as "unexcused" and face disciplinary action..
- DESIGNATED AREAS:** The Caf  will be a general study area while the Media Center is a quiet study. All students without Open Campus privileges must first report to the Caf ; then, if they choose, they may go to the Media Center.
- THE FIRST 60 MINUTES:** During the first 60 minutes of any semester tests, the hallways will be free of any students. At the 60 minute mark if a student who has open campus is done with their exam, they may leave the building or, if they choose to remain at WCHS, must report first to the Caf  with the option of going to the Media Center for quiet study.

\_\_\_\_\_  
PRINTED STUDENT'S NAME

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
PRINTED PARENT'S NAME

\_\_\_\_\_  
PARENT'S SIGNATURE

- PLEASE MARK ONE (1) OF THE FOLLOWING:
- YES** my student may have Open Campus
- NO** my student may not have Open Campus