

**PLEASE POST
HANOVER HIGH SCHOOL
FINAL EXAM WEEK
JANUARY 17 - 20, 2012**

First semester final exams will begin on **TUESDAY, JANUARY 17** and **run through FRIDAY, JANUARY 20**. Some make-ups may have to be arranged individually with teachers at times mutually acceptable. Priority must be given to having make-ups completed before the close of school on **FRIDAY, JANUARY 20**. It is acceptable to schedule a make-up after 3:00 p.m. if the student can make satisfactory transportation arrangements.

If there is a snow day and/or days prior to the first day of exams, the Wednesday scheduled exam WILL NOT CHANGE TO ANOTHER DAY.

For example, if there is one snow day prior to the exams, Wednesday could be Day One of the exam period & Tuesday would move to Thursday, Thursday to Friday, and Friday to the following Monday.

SCHOOL EXPECTATIONS DURING EXAM WEEK

The school guideline for weighting finals is that a final should count not more than 20% of the final grade. A final exam schedule is published one week prior to the exam period. Each student should construct her/his own exam schedule from the master list. If a student has more than two exams listed on a given day, she/he may defer the additional exam to a make-up time. If two exams conflict, the students may take one of the exams in a make-up time arrangement. In either case **the student is responsible for making the arrangements prior to exam week** by negotiating directly with the teachers involved.

A make-up time is to be used also when a student misses an exam with an excused absence. If a student is absent legitimately from an exam, she/he or a parent must contact the school office or the individual teacher as soon as possible to arrange a make-up. It is particularly helpful during exam week if parents contact the school when a student is to be absent unexpectedly (illness or family emergency). The phone call will serve to validate the absence and alert teacher(s) that a make-up arrangement will be needed.

UNEXCUSED absences from an exam will result in NC on the exam with no chance for make-up.

Test/Assignments: Teachers may not make new assignments of tests or papers during the last week of classes of any semester to be due the same week or during exam week.

Attendance: During the exam period, we expect that students will be present for the purposes of preparing for exams, taking exams, conferencing with teachers, completing course requirements, and reviewing work. Attendance is required at all scheduled exams and conferences. Students are not required to be in attendance at school if none of the above stated purposes is to be pursued.