

## **Information Regarding Exams**

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As I'm sure you know, mid-year exams begin very soon. Here's some general information to help you understand that process:

### **Friday, December 8<sup>th</sup> – Last Day of Classes**

- Make use of this time to ensure that you know A) when your exams take place, B) where each of your exams will take place, and C) what will be covered on each of your exams.

### **Monday, December 11<sup>th</sup> – Reading Day**

- Reading Day is like an all-day Conference Period that allows you to visit each of your teachers. Some teachers may require attendance for part of the morning; please check with your teachers to clarify their expectations and preferences.
- In addition to Reading Day, optional “Review Sessions” will be offered before each exam (see below for times). These are also optional, but students are encouraged to take advantage of this opportunity to get some additional help before the exams. Generally, students who make best use of these “Review Sessions” are the ones who are most successful on their exams.
- Students should also use Reading Day as a chance to meet with their advisors to review the term grades they have earned. Those grade reports will be distributed to advisors by 9am that day.
- 4:30pm to 6:30pm – Math & Language Review Sessions
- Regular Monday evening schedule

### **Tuesday, December 12<sup>th</sup> – Exams Begin**

- All exams are two hours long; students should arrive at least fifteen minutes before the start of the exam. All students may work on their exams for up to an additional thirty minutes.
- 9:00am to 11:00am – **Math Exams**
- 12:00pm to 1:00pm – Buffet Lunch
- 1:30pm to 3:30pm – **Language Exams**
- 4:30pm to 6:30pm – History & English Review Sessions
- 5:30pm to 7:15pm – Buffet Dinner
- 7:30pm to 9:30pm – Study Hall
- Regular Lights

### **Wednesday, December 13<sup>th</sup>**

- 9:00am to 11:00am – **History Exams**
- 12:00pm to 1:00pm – Buffet Lunch
- 1:30pm to 3:30pm – **English Exams**
- 4:30pm to 6:30pm – Science Review Sessions
- 5:30pm to 7:15pm – Buffet Dinner
- 7:30pm to 9:30pm – Study Hall
- Regular Lights

### **Thursday, December 14<sup>th</sup>**

- 9:00am to 11:00am – **Language Exams**
- **Students may depart for the Holiday Break at the conclusion of their exams**
- 12:00 to 1:00pm – Buffet Lunch

## General Notes Concerning Exams:

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Mid-Year exams are designed to be **two hours long**. Students must remain in the examination room for at least an hour and half. All students have the option of staying an additional thirty minutes (for a total of two and a half hours). Students who have documented accommodations allowing for extra time may take an additional thirty minutes (for a total of three hours). Students who have other documented accommodations may also opt to use a laptop for the longer written portions of their exams, and/or make use of isolated testing conditions for their exams. Those students should have contacted the Learning Center staff to confirm the details of their accommodations.

Make sure that you have confirmed with your teachers exactly where and when your exams will be given. Students who have two exams in one discipline (i.e. – two science exams or two math exams) should take special care to confirm with their teachers when & where that “extra” exam will be given.

All students must wear **classroom dress** to the exams (including blazers, socks, belts, etc.).

Please do **NOT** bring any of the following either **INTO** the exam **OR** to the areas **OUTSIDE** the exam:

- Class notes, books, or review materials;
- Blankets, stuffed animals, good luck charms, or related miscellaneous items;
- Food or drink (other than water in a closed container).

Please **DO arrive at your exam location at least 15 minutes prior** to the start of the exam. Wait outside until the teachers begin admitting students; find a seat and wait quietly for instructions to be given before the start of the exam. If you are late to your exam, you will not be given extra time to complete that material.

**Bring either pens or pencils** according to your teachers’ instructions. (Math and science students should find out from their teachers whether or not a calculator will be allowed.)

When you enter the room where your exam will be given, collect your copy from your teacher and locate a seat. Please make sure that you are NOT sitting next to another student who is taking the same course; students should be evenly distributed throughout the facility. Keep your exam closed until the instructor has indicated that it’s time to begin.

If you have a question, please raise your hand quietly and wait for your teacher to come to you.

If you need to use the restroom, please raise your hand quietly and wait for an instructor to come to you so that you can request permission to be excused. Only one student at a time will be allowed to visit the restroom. (It is recommended that you attend to that business BEFORE the exam begins.)

Students are free to depart for the Holiday Break at the conclusion of their last exam. Before leaving campus, boarding students must have their clean rooms inspected and then sign-out with a Hall Parent. Day Students must have their lockers clean and sign-out with a prefect or proctor. Any questions about departures should be directed to Ms. Martin or Ms. Garson.

Report Cards will be available online in *NetClassroom* by noon on Friday, December 22<sup>st</sup>. (Printed Report Cards will NOT be mailed.) First Semester grades are calculated using the following method:

$$(Fall\ Grade\ x\ 75\%) + (Fall\ Exam\ x\ 25\%) = Semester\ 1\ Average$$

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At the end of the year, the Final Grades will be calculated as follows:

$$(Fall\ Grade\ x\ 30\%) + (Fall\ Exam\ x\ 10\%) + (Spring\ Grade\ x\ 35\%) + (Final\ Exam\ x\ 25\%) = Final\ Ave$$