

Semester exams shall not be administered in the elementary and *middle school grades.

Semester exams are required of students in grades nine through twelve except in those courses in which an end of course test (EOCT) is required. A student's numeric score on the semester exam shall count as 15% of the student's final numeric grade in the course. No exams may be administered early without written permission from the principal for extreme situations only.

Beginning in the 2004-2005 School Year, End of Course Tests shall be used as the final exam in the courses assessed by an End of Course Test. EOCT reports shall provide students, parents and educators with individual scores on each EOCT taken. Student scores must be recorded on, in or with the individual student report card. A student's numeric score on the End of Course Test shall count as 15% of the student's final numeric grade in the course assessed by the End of Course Test. Students may not exempt End of Course Tests.

Students in grades nine (9), ten (10), and eleven (11) with a course grade average of eighty (80) or above and with no absences from class; with a course average of eighty-five (85) or above and with no more than three absences from class; and/or with a course average of ninety (90) or above, with no more than five (5) absences, excused or prior approval, from class, and no disciplinary referrals that resulted in out-of-school suspension, in-school suspension, or Saturday School may exempt a maximum of two (2) final examinations per semester. Students who meet the exemption criteria in more than two courses may choose the two examinations to be exempted. Students who meet the criteria for the semester may not exempt a final exam in the same content area as first semester.

Students in grade twelve (12) with a course average of eighty (80) or above, and no absences from class, excused or prior approval, and no disciplinary referrals that resulted in out-of-school expulsion, in-school suspension, or Saturday School may exempt a maximum of two (2) final examinations per semester.

Page 2 of 3 - Policy IHAA - Final Exams

Students in grade twelve (12) with a course average of eighty-five (85) or above, and with no more than three absences from class, excused or prior approval, and no disciplinary referrals that resulted in out-of-school suspension, in-school suspension, or Saturday School may exempt a maximum of three (3) final examinations per semester.

Students in grade twelve (12) with a course grade average of ninety (90) or above, with no more than five (5) absences, excused or prior approval, from class, and no disciplinary referrals that resulted in out-of-school suspension, in-school suspension, or Saturday School may exempt all qualifying course examinations both semesters.

Students who wish to exempt any exams must clear all fines. All textbooks, library books, and/or materials assigned to the student must be turned in and/or all fees paid before permission to exempt is granted.

Students may request an exception to the policy for the following. The student must provide documentation for the request to be considered.

- Hospitalized for any reason or have extenuating medical problems requiring a doctor's care;
- Attending mandatory post-secondary admissions and/or scholarship activities;
- Attending no more than two prior-approved visits to post-secondary institutions in each of the last three semesters of high school (capped at six days total);
- Attending a funeral for members of the immediate family (capped at three days per semester); or
- Attending religious services on high holy days held during the school day (capped at two days per semester).

A senior who is a candidate for graduation and in the final semester before graduation must be allowed to take two retests of the Columbia County School System school final exam for any course in which the student is currently enrolled that semester if needed for graduation. Students will not be allowed to retake an examination unless a sufficient score will enable the student to pass the course. If the student is still failing after these two retests, the student must retake the course.

*Semester exams or end-of-course tests must be administered to middle school classes which qualify for high school credit.

PROCEDURE: YES

ADOPTED: 12/13/88

REVISED: 4/10/90, 11/24/98, 8/10/99, 6/13/00, 9/12/00,
7/10/01, 9/10/02, 10/22/02, 10/14/03, 7/11/06

REFERENCE: CCBOE Policy JS

Columbia County Board of Education