

FINAL EXAMINATION REGULATIONS, PROCEDURES, AND SCHEDULES

Because of the nature of our rotating schedule, there are no assigned days for departments to give major examinations or quizzes. (Note: A quiz is defined as a test lasting no longer than ten minutes.)

Assuming that there will not be the need to extend the school year, **FINAL EXAMINATIONS** will take place from June 18 to June 23. Students who report late will not be permitted to sit for the exam must report on the August make-up dates below.

Final Examination Schedule

Time Schedule	Thursday June 18	Friday June 19	Monday June 22	Tuesday June 23
7:45 - 8:10	Study Time	Study Time	Study Time	Study Time
8:15 - 9:45	Exam Period 1	Exam Period 3	Exam Period 5	Exam Period 7
9:45 - 10:10	Break	Break	Break	Break
10:15 - 11:45	Exam Period 2	Exam Period 4	Exam Period 6	Exam Period 8

All students are expected to sit for their finals during the above dates. *Students should not make any plans or commitments that would conflict with their availability to take the examinations as scheduled.*

Note: Buses will depart at 12:00 P.M. There will be no late buses during final exams.

Students who are unable to complete final examinations during the scheduled time will be assigned an *incomplete* for the course in which the examination is missed. The incomplete will be removed after the make-up examination is taken.

***Make-up examinations will be offered on one day only:
Wednesday, August 5 at 9:00 A.M.***

If the make-up examination is not taken, a failure will be recorded as an examination grade and used in computing the final grade for the course. Under extraordinary circumstances, and for compelling reasons, we will consider requests for alternative arrangements. Please make such requests, *in writing*, to the Principal, by May 1, 2020.

THE FOLLOWING REGULATION GOVERNS EXEMPTIONS FROM FINAL EXAMINATIONS.

Seniors

1. No limit is placed upon the number of exemptions a senior may receive.
2. To receive an exemption in an Advanced Placement course, a senior must have received no grade lower than B- (B minus) for either semester.
3. In other than AP classes, an exemption may be granted to a senior only if the student is a candidate for a final grade of A- (A minus) or higher **and** has received no grade lower than B- (B minus) for either semester.
4. In semester courses, grades of A- (A minus) or higher are acceptable at the time teachers submit exemptions.
5. In computing final grades in all courses, numerical grade equivalents will be used where uncertainty exists. (E.g., A A- B B- could be either an A or a B, depending upon the numerical equivalents.)
6. Students must notify their teachers as to what exams are being exempted.

Juniors, Sophomores, and Freshmen

1. A junior, sophomore, or freshman may annually receive a maximum of two exemptions from a full-year course.
2. To be eligible for an exemption, the student must have received a grade of at least A- (A minus) for the first semester and be a candidate for an A- (A minus) average for the second semester at the time teachers submit exemptions.
3. Students must notify their teachers as to what exams are being exempted.

Students enrolled in an Advanced Placement class

1. Students who are enrolled in an Advanced Placement class who sit for the Advanced Placement test are not required to sit for the final exam.
2. For Juniors, Sophomores and Freshmen, this will not count towards their two available exemptions

Students enrolled in a Dual Enrollment course

Northern Highlands partners with several colleges and universities to provide dual enrollment classes to students who can earn college credits while simultaneously fulfilling high school requirements. The colleges/universities may have specific requirements with regard to final exams as indicated below:

Syracuse University (English) There is no final exam. The final grade is based on the semester average.

Syracuse University (all other courses) The final exam is developed by Syracuse University and administered at Northern Highlands. The final exam exemption policy above does apply to these courses.

Rutgers University (all courses) Students must sit for the Rutgers final exam at the end of the semester (January and May). The final exam exemption policy does not apply.

Fairleigh Dickinson University (Tomorrow's Teachers) There is no final exam in this course.

Fairleigh Dickinson University (Advertising & Branding) There is no final exam for this course; however, prior to final exams, there is a performance based assessment for this course. The final exam exemption policy does not apply.

Bergen Community College (Computer Aided Drawing I) There is no final exam for this course; however, prior to final exams, there is a performance based assessment for this course. The final exam exemption policy does not apply.

Bergen Community College (CP & Honors US II) Students must sit for a final exam during final exam week. The final exam exemption policy above does apply to this course.