

## MISSED EXAM POLICY

- A. Core subject areas (Math, Science, English, Social Studies)
1. Exams covered under this policy:
    - I. Any classroom evaluation performed by the student where more than 40 minutes is provided. Students *must write* after school, as outlined below.
    - II. Any other classroom evaluation (less than 40 minutes). The classroom teacher *may* make use of the after school writing facility or make other arrangements to have the student write in a suitable writing location (outside of the regular teaching class).
  2. Unexcused absences result in an exam mark of zero.
  3. Missed exams will be written in Room 103 on Tuesday or Thursday, from 3:30 pm – 4:50 pm. Students must report to the exam room no later than 3:35 pm.
  4. Upon return to school after missing an exam, a student has the opportunity to write the missed exam either of the available days that *follow the exam writing date*, as outlined below.

Missed Exam on Monday	Can write the following Tuesday or Thursday
Missed Exam on Tuesday	*Can write the following Thursday or Tuesday
Missed Exam on Wednesday	Can write the following Thursday or Tuesday
Missed Exam on Thursday	*Can write the following Tuesday or Thursday
Missed Exam on Friday	Can write the following Tuesday or Thursday

\* Under circumstances where the student missed an evaluation but returns to school on that same day, and if that day is a Tuesday or Thursday, the student can also write the exam that day.

5. Classroom teachers are required to be in the exam room to provide the student with the exam and any relevant instructions.
6. Supervision of the exam room will be done according to a set schedule. Should this exam policy continue in to the second semester, the rotation of names for supervision will continue.
7. Should a student legitimately be unable to meet the writing date deadlines, the classroom teacher may decide to either:
  - I. redistribute the weighting of the exam throughout the rest of the course, *or*
  - II. have the student write a different exam on one of the available exam re-writing dates.

8. The exam writing room should maintain an exam writing atmosphere, where the same rules that we would apply in our own classroom would be followed (no cell phones, hats, food/drink, talking, sharing of materials, hanging out waiting for a friend, etc.).

B. All other subject areas:

1. For exams written outside of the above core areas, individual classroom teachers are responsible for providing supervision of the students writing missed exams. Such writing of a missed exam shall not be done during the regular classroom instruction period.