



2018-2019
NICOLET HIGH SCHOOL
EXAM EXEMPTION CRITERIA AND PROCEDURES

EXAMS

Every course will have a final evaluation of achievement as part of the course. This evaluation may be in the form of a written exam or a project. The final exam is a mandatory assessment for all students unless an exemption is earned in accordance with school board policy. Failure to complete a final examination for a course will result in a grade of zero for the examination.

EXAM EXEMPTIONS

Exam exemptions are a privilege to be earned by students who have demonstrated academic achievement, good citizenship and responsible behavior at Nicolet.

Exam exemptions are intended to and have proven to provide the following:

- an incentive for students to perform well academically in their classes,
- encourage and reward courteous and responsible behavior, and
- encourage fiscal responsibility of students toward school, in that it promotes payment of all fees and fines

General Exam Exemption Criteria

- Students earn one exam exemption per semester, not to be repeated in the same course second semester.
- Students shall be enrolled full time with a minimum of six (6) classes.
- Attendance, discipline or academic problems occurring after the exam exemption is given shall result in loss of exam exemption.
- Students enrolled in Advanced Placement (AP) classes must take the 1st semester exam in that course. These students may elect to exempt the second semester exam if they are eligible.
- The student must earn at least a B average in the class in which he/she wishes to take the exemption.
- Students shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Students will have no discipline or attendance referrals.
- Students shall have no more than five (5) absences in any given class per semester. Attendance codes "S" (special attendance) and "P" (present) do not count as absences.

Senior Exam Exemption – Second Semester

- Seniors with a "C" average or higher for second semester classes will have the option to exempt the semester exam. If students choose to exempt the second semester exam, the semester grade will be determined by their overall average for the semester.
- Seniors with a grade below a "C" average will be required to complete the second semester exam to determine if they earn credit for the course and are eligible for graduation.
- Seniors must be in good standing for attendance and discipline. Nicolet administration reserves the right to deny exam exemptions based on poor attendance, truancy, or behavior during second semester.

Appeals Process

A student shall submit an application for appeal to the High School Office in the event of extenuating circumstances resulting in the loss of the exam exemption. These rules apply to all courses and departments.

- Student shall explain why she/he should be eligible for an exam exemption. Evidence and explanation shall be submitted in writing.
- A teacher or administrator knowledgeable about the specific concern may write a recommendation that would be included in the appeal.

The Appeals Committee; consisting of two students, two faculty members, and one administrator; shall review all appeals. Student confidentiality will be maintained. The decision of the appeals committee is final.



2018-2019

EXAM SCHEDULE FOR SEMESTER 1

Tuesday, January 22nd	Time
Resource	7:23-7:50
Period 1 Exam	8:00-9:50
Break	9:50-10:40
Period 2 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

➤ Students will have exams in the morning only and will leave at 12:50 p.m. Buses will pick up students at their normal time in the morning and will leave at 12:50 p.m. to return students home on Tuesday, Wednesday, and Thursday of exams. On Friday, the buses will return students home after the 8th hour exam at 10:00 a.m.

Wednesday, January 23rd	Time
Resource	7:23-7:50
Period 3 Exam	8:00-9:50
Break	9:50-10:40
Period 5 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

➤ Breakfast may be purchased until 11:00 a.m. each day. No lunch will be served on exam days.

➤ Students only need to attend if they have an exam. Students that are waiting for an exam to begin must wait in the cafeteria.

➤ The resource period before the first exam each day at 7:23-7:50 a.m. is recommended for students taking the first exam of each day. The first exam begins promptly at 8:00 a.m.

Thursday, January 24th	Time
Resource	7:23-7:50
Period 6 Exam	8:00-9:50
Break	9:50-10:40
Period 7 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

➤ There is no late admittance to exams. Students must be on time for exams – **no exceptions**. Students that are late to exams will need to schedule a make-up time with their teacher afterwards.

Friday, January 25th	Time
Resource	7:23-7:50
Period 8 Exam	8:00-9:50
Regular Bus Routes Depart	10:00

➤ No transportation will be provided for make-up exams.

➤ Students should return books to the library after their exams.