

PINELLAS COUNTY HIGH SCHOOL FINAL EXAMINATION POLICY FOR 2009-2010

Approved by School Board on October 27, 2009

5.15 REPORTING STUDENT PROGRESS AND CLASS RANKING--HIGH SCHOOL

(4) Final Examinations:

(a) Definition: A final examination is a comprehensive assessment covering the course student performance standards for the entire term (a term is a semester in all high schools).

(b) Students shall take the final examination as set forth in (c) below as an academic performance requirement for the completion of the courses for which such examinations are required. The student's neglect of this responsibility shall result in a failing grade for the exam in that course.

1. Final examinations shall be required in the following courses: art, music, social studies, science, language arts and reading, math, world languages, physical education, driver's education, health education and vocational.

2. All students shall take final examinations in those courses for which such examinations are required, as provided in (c) below. An Advanced Placement or International Baccalaureate exam may be taken in lieu of a teacher developed final exam in those designated courses provided that the student is not required to take the final exam in order to earn course credit.

3. In the event a student is unable to take an examination at the given time because of a legitimate absence through illness or some other serious reason, the student shall be given an opportunity to make up the examination without penalty of any kind.

4. In the event a student is under suspension during such an examination period, the principal shall provide for the student's taking of the examinations either at the given time or through some special arrangement, at the discretion of the teacher and principal.

5. Students who enter college at mid-year will be permitted to take their final examinations in accordance with (4)(e), of this policy provided such students shall furnish to their respective principal (or designee) a copy of the receipted bill for college tuition.

(c) Final Exam Requirement –

1. Students are required to take the final examination in each course in which the student has a course grade of "C", "D", or "F" in the 1st or 2nd six weeks of the term or has a provisional course grade of "C", "D", or "F" for the 3rd six weeks of the term.

2. Students who have a course grade of "A" or "B" in the 1st and 2nd six weeks of the term and have a provisional course grade of "A" or "B" in the 3rd six weeks of the term are not required to take the exam except as may otherwise be provided herein. Students not required to take the exam must maintain the required grade through the remainder of the 3rd six weeks of the term.

3. The provisional 3rd six weeks grade for the term will be based on the grades earned for the first four weeks of the third grading period.

4. A student enrolled in the same course during two terms of the same school year is required to take at least one final exam in that course.

5. Second semester seniors are not required to take final exams in any course in which the student earned a provisional "A" or "B". Exams are required in courses in which the student earned a provisional "C", "D" or "F" grade.

6. Students not required to take a final exam may elect to take their final examinations to improve the final grades. A final grade shall not be reduced as a result of the examination grade, should the student elect this option.

7. If a school requires final exams for specific Advanced Placement courses, the school should clearly communicate this in their school's curriculum guide.

8. Any student who has been enrolled in a Pinellas County public high school for less than the entire term is required to take all exams.

(d) IB Exams as Final Exams - Students in the International Baccalaureate Diploma Program are not required to take final examinations in those courses for which they have taken an International Baccalaureate exam provided that they are not required to demonstrate mastery in order to earn course credit.

1. The final course grade for such International Baccalaureate students shall be computed by averaging the 4th, 5th, and 6th week grading periods.

2. In lieu of the regular examinations the International Baccalaureate students will attend their regular subject area classes for structured activities and/or projects during the examination time to complete the activities for the final grading period.

(e) Early Exams - If a secondary student withdraws or leaves school for the remainder of the year during the last ten (10) school days of the semester for a reason acceptable to the school principal, the student may be permitted to take early examinations.

1. No early exams shall be administered prior to the last twelve (12) school days of each semester.

2. Students shall pay a reasonable fee per examination as established by the Superintendent. The teacher who prepared the examination and the person (a certified instructional professional) who administers the examination will each be paid one-half the fee per exam.

3. Early examinations shall not be given during regular school hours. Early examinations may be administered after school hours and on weekends.

4. In courses where the teacher chooses to give an oral/participation examination the exam shall be administered by that teacher.