

**HIGH SCHOOL FIRST AND SECOND SEMESTER
FINAL EXAMINATION SCHEDULE 2023-2024**

FIRST SEMESTER

NOTE: Schools may **NOT** alter the final exam schedule approved in this document.

- Monday, Dec. 18, 2023*** One exam period of at least 90 minutes in length scheduled during the school day for a 7 period day or two exam periods scheduled during the school day for an 8 period day. Class periods will be shortened, with the exception of the lunch period, to accommodate the exam.
- Tuesday, Dec. 19, 2023*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.
- Wednesday, Dec. 20, 2023*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.
- Thursday, Dec. 21, 2023*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.

SECOND SEMESTER*

NOTE: The five-day span is intended for flexibility to address conflicts with Graduation Ceremonies **ONLY**. Schools **may NOT run 5/29/24 as a "make-up" day only, regular exams must be scheduled on the last day of school- no exceptions.**

****See next page for senior exam dates.***

- Wednesday, May 22, 2024*** One exam period of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period, to accommodate the exam.
- Thursday, May 23, 2024*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.
- Friday, May 24, 2024*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.
- Tuesday, May 28, 2024*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.
- Wednesday, May 29, 2024*** Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period, to accommodate the exams.

***SECOND SEMESTER SENIOR EXAMS**

*NOTE: These dates are **exclusively** for seniors who do not qualify for exam exemptions second semester*

Beginning Tuesday, May 14, 2024

Schools may create schedules/plans to administer semester 2 final exams to seniors ONLY and give consideration as to not exceed 1-2 senior exams per day (please give senior exams as close to your graduation date as possible)

EXAMINATION REQUIREMENTS:

An exam period is scheduled for at least 90 minutes in length. All teachers giving exams shall be expected to plan for review time prior to the exam day. Review must not be scheduled on a major religious holiday.

EARLY EXAMS

Early exams are available to assist students who must move out of the school district prior to the official exam dates. See policy 5420.03.

Early exams **MAY NOT** be given prior to:

FIRST SEMESTER - Conclusion of school day Wednesday, December 6th, 2023

SECOND SEMESTER - Conclusion of school day Monday, May 13th, 2024

PCS POLICY RE: EARLY EXAMS (5420.03)

Early exams are available to assist high school students who move out of the school district prior to the official exam dates, or to assist students who are experiencing a significant life event such as the need to schedule a medical procedure, or to attend a funeral of a family member that has been arranged during the official exam dates. Early exams may not be requested to accommodate an early vacation before the official end of semester 1 or semester 2. Early exams can be requested by students and parents by contacting their school principals and providing the specific need that requires the administration of early exams to their students. Principals will use their discretion for decisions about early exams for each case presented. If a student who does not qualify for an early exam, misses a scheduled exam (either semester), they may make up that exam upon their return to school.

- a. *No early exams shall be administered prior to the last twelve (12) school days of each semester.*
- b. *Students shall pay a reasonable fee/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 (1/2) the fee per exam.*
- c. *Early examinations shall not be given during regular school hours. Early examinations may be administered after school hours and on weekends.*
- d. *In courses where the teacher chooses to give an oral/participation examination the exam shall be administered by that teacher.*

STUDENT ATTENDANCE DURING EXAMS

1. **Co-op Classes (BCE, DCT, DE)** - Students will report to these classes for all periods assigned including their assigned job periods unless a completed work verification form is on file. One exam is required for the program with meaningful activities occurring during the remainder of the class periods.
2. **Multiple Period Vocational Classes** - Students enrolled in a course for several periods will report to class for all periods. One exam is required for the program with meaningful activities occurring during the remainder of the class periods.
3. **Executive Internship** - Students will report to their executive internship teacher during 5th period for their exams. Since this class is part of the Dual Enrollment Program, students may not exempt this exam. Students who have this course for 4th period will report to someone designated at your school for attendance purposes.
4. **Attendance** - All students are expected to be in attendance during the examination period regardless of exemption.