

## **FINAL EXAMINATIONS AND EXEMPTIONS**

### Final Examinations

All middle and high school courses bearing standard and/or verified credit applied toward high school graduation will include an appropriate written final examination or other approved cumulative or summative assessment such as a performance-based assessment or cumulative project (herein referred to as 'final exams' for purposes of this policy).

1. Final exams will comprise 10% of the final course grade; each quarterly grade will comprise 22.5% of the final course grade.
2. All students enrolled in such courses are expected to participate in the final exam during the scheduled exam time for each course. Early exams will not be permitted unless pre-approved by an administrator for legitimate extenuating circumstances.
3. Final exams will be closely aligned to significant course objectives and provide an appropriate opportunity for each student to demonstrate mastery of these objectives.
4. Final exams should be structured so that students remain fully engaged throughout the scheduled exam period.

### Exemptions

Any middle or high school student enrolled in a course bearing high school credit, that includes either a Standards of Learning End-of-Course assessment or state-approved industry credential or licensure exam, may qualify for an exemption from a course final exam in accordance with the following categories:

#### A. Category #1 – Students Enrolled in Grades 6-12

Students in grades 6-12 enrolled in courses bearing high-school credit with a corresponding SOL EOC Test for verified credit may qualify for an exemption from a course final exam when all of the following criteria are met:

Qualifying SOL Score - Students pass the corresponding SOL test(s) for a course with any scaled score of 400 and above on the initial attempt or qualifying expedited retest during the initial course attempt, if taken prior to the final exam. Students enrolled in courses where more than one SOL test is given will be required to pass all the SOL tests given during that course in order to qualify for exemption.

#### Examples:

English 11 - English 11: Reading and Writing EOC Tests; American Studies - English 11: Reading and Writing EOC Tests; United States History EOC Test

Class Attendance - Students have no more than 10 total absences from a course.

Class Grade - Students maintain a course grade of 80% or higher as of the date of final exam.

An exempted student may elect to take a final exam in order to improve a final course grade.

If the school does not receive Standards of Learning EOC Test results for an eligible class within two full school days prior to the beginning of the first day of scheduled final exams, then students in SOL courses will be exempted according to the same criteria that apply to seniors.

B. Category #2 – Students Enrolled in Grades 9-12

Students in grades 9-12 enrolled in Career and Technical courses bearing high-school credit, including Economics and Personal Finance, with a corresponding state-approved industry credential or licensure exam may qualify for an exemption from a course final exam when all of the following criteria are met:

Qualifying Credential or Test Score - Students pass the corresponding state-approved industry credential or licensure exam during the initial course attempt and prior to the scheduled final exam.

Class Attendance - Students have no more than 10 total absences from a course.

Class Grade - Students maintain a course grade of 80% or higher as of the date of final exam.

An exempted student may elect to take a final exam in order to improve a final course grade.

C. Category #3 – Students in Grade 12

Students in twelfth grade may be exempted from a final exam in a course during the initial course attempt when all of the following criteria are met:

Class Attendance - Students have no more than 10 total absences from a course.

Class Grade - Students maintain a course grade of 80% or higher as of the date of final exam.

Seniors enrolled in SOL or CTE courses with End-of-Course Tests or state-approved industry credential or licensure exams also must pass these corresponding assessments during the initial course attempt and prior to the scheduled final exam.

An exempted student may elect to take a final exam in order to improve a final course grade.

Class Attendance Appeals

Written appeals to the principal may be made for reconsideration of exam exemption attendance requirements due to legitimate, documented extenuating circumstances.

Absences due to school-sponsored field trips, while representing the school in extracurricular activities, or on official school business as authorized by the principal will not be counted against the student in declaring eligibility for exam exemption.

Three (3) tardies to a class will constitute the equivalent of one class absence for the purposes of exam exemption eligibility.

**The decision of the principal regarding all exam exemption appeals is final.**

**ADOPTED:** September 8, 2015

**REVISED:** October 11, 2016

**CROSS REFERENCES:** IKA Grading  
IKF Standards of Learning Tests and Graduation Requirements  
IKF-R Diploma and Certificates