



Examinations and Exemptions

4.600.2p

LAST REVIEWED: August 16, 2022

Standard Operating Procedure Outline

<i>Category:</i>	Instructional Services	<i>Department:</i>	Teaching and Learning		
<i>Procedure:</i>	Examinations and Exemptions from Semester Exams				
<i>Policy Reference # :</i>	4.600	<i>Version:</i>	13	<i>Date Revised:</i>	August 16, 2022

Operational Objective(s)

Ensure consistent criteria for exemption from semester exams.

Semester Examinations

Final semester examinations are to be given in all 9-12 courses during the regular school year. The Chief of Academics and Schools or his/her designee must approve exceptions to this rule. Exams may not be given more than one time. Students may not type, grade, or handle other students' exams. Students may not be dismissed from class during exams. Cheating on an exam will result in the lowest possible grade, according to the MNPS grading policy, being given for the final exam grade (Board Policy 4.600). Students may not take exams early. If a student must miss an exam, the principal may give permission for the student to make up the exam at a later time.

Exemption from Semester Exams

Seniors may be exempt from the semester examinations if they meet the following criteria:

- The student must have a minimum average of an 85 in the course for the semester average.
- Senior exam exemptions are determined by individual class attendance by semester. Students must not miss more than three (3) classes on a block schedule or six (6) classes on a traditional schedule.
- Seniors who are eligible for exemption cannot be required to take an exam; however, if the senior elects to take the exam, the grade must count and be recorded. Under no circumstances should a senior be required to come on exam day to find out if he/she is

exempt. If a senior is exempt from his/her final exam, the two nine-week grades will be averaged together to make up the semester grade, and an E (Exempt) will be placed in the gradebook for the final exam grade.

- Grades used for exemption shall include honors weights, as appropriate.
- All absences (excused and unexcused) count toward exam exemption unless they fall within an exception. Absences due to college visits or recognized religious holidays (regularly observed by persons of the child's faith), will not be counted against the student, as long as proper documentation is provided. Students on school-related field trips are not counted as absent from school.
- When a student is exempt from a semester exam, the semester grade is the average of the two quarter grades (50%/50%).
- Other absences may be considered at the principal's discretion with Executive Director approval.
- The student must not have been suspended in school or out of school or expelled during the semester.
- Students enrolled in courses which require End of Course testing (Integrated Math I, II, III; English I, II; Biology; US History) are NOT eligible for fall exam exemption.
- No student is exempt from the state-required civics exam.

Students who are not eligible for exemption, do not take the semester exam for their course, and do not sit for the Advanced Academics associated external exams will be given the lowest possible grade according to the grading policy ([4.600.1p](#)). Incomplete semester exam grades must be removed no later than the first 3 weeks of the following regular school semester and the exam grade will remain the lowest possible grade according to the grading policy (4.600). The final grade will be computed (40%, 40%, 20%) with the two 9 weeks grades to determine the semester grade.

Students Enrolled in Advanced Courses

Any student in grades 9-12 enrolled in an Advanced Academic Course **MUST** take the associated external examination for:

- » Advanced Placement (AP)
- » International Baccalaureate (DP/CP)
- » Cambridge International (AICE)
- » College dual enrollment, dual credit, or industry certification

Students take the associated external exam in lieu of the teacher-created final exam. All students in these courses will take a first-semester teacher-created exam unless there are seniors who qualify for a first-semester exemption.

Per the Tennessee Uniform Grading Policy 3.301, students enrolled in AP, IB, or AICE courses will lose all added percentage points if they do not take the associated external exam. Additionally, students enrolled in dual credit or courses aligned with an Industry Certification will lose all added percentage points if they do not participate in the culminating exams.

References/Authority

Board Policy 4.302, Field Trips
Board Policy 4.600.1p, Grading System
Board Policy 6.200, Attendance
Tennessee Uniform Grading Policy, 3.301

Performance Measure/Accountability

Continuous evaluation of procedure to ensure academic excellence and equitable application of the procedure.