Assessment and Grading Principles – Cumulative Assessments/Exams

Guidelines for Final Examinations or Cumulative Course Assessments (High School Credit Courses Taught at either Middle or High School Levels)

Final examinations/cumulative course assessments in high school credit courses at the middle and high school levels are governed by the following requirements:

I. Examinations/cumulative course assessments are recommended in all subject areas. These cumulative assessments may be given prior to the final exam week designated for high schools. Exams given at the middle school level may be given on a modified schedule as deemed appropriate by the principal.

II. Examinations/cumulative course assessments can include (but are not limited to): observations, labs, essays, unit assessments, works of art, performance, problem-based learning, multimedia productions, oral examination/verbal responses, discussion, presentations, quizzes and tests, and culminating activities or projects.

III. The final examination constitutes 10 percent of the final course grade. Examinations/cumulative course assessments shall be constructed to reflect the course content and objectives of each class.

IV. Standard Exemption: Exemptions from final examinations/cumulative course assessments shall be granted to all students who have an "A" average in the course going into the final examination.
   A. Students exempt from final examinations/cumulative course assessments shall not receive a final examination grade on their report card.
   B. An exempted student's final grade shall be determined by averaging the grades from the first and second semesters only.
   C. All students exempt based on grades shall be permitted to take the final exam if they choose; however, if the student elects to take the final exam, the final exam grade shall be calculated into the student’s final grade for the class.

V. SOL Exemption: Students enrolled in courses that have an End of Course (EOC) Standards of Learning (SOL) test may also earn an exam exemption based on their performance on the EOC SOL test.
A. In order to earn an exam exemption, the student must pass the EOC SOL test at the proficient level.

B. If a student passes the SOL at the advanced level, the student shall receive an automatic “A/100” for the final exam grade.

C. However, if a student passes the EOC SOL test and elects to take the final exam, the final exam grade shall be calculated into the student’s final grade for the class.

D. If a student is exempt from an exam, they may be excused for the testing period, if they present a note from their parent.

E. Students who do not require an EOC SOL test to meet graduation requirements for their identified diploma type and whose parents request that they take an EOC SOL test, are not eligible for an “SOL exemption” but remain eligible for the “standard exemption.”

VI. Discretionary Exemption: Effective with the 2018-19 school year, principals or their designees have the discretion, for courses where an SOL exemption has been possible, to allow the creation of alternative assessments for exemption. The alternative assessments for exemption must be consistent in content and level of difficulty across course sections.

VII. Review for examinations/cumulative course assessments shall be confined to a minimum of two days and a maximum of five days.

VIII. The supervising school administrator for the subject area shall review and approve all examinations/cumulative course assessments prior to use.

IX. Examinations/cumulative course assessments given at high schools shall be in accordance with the school's published examination schedule and students shall be sent home at the completion of the examination. Students will be required to attend school only if they have a scheduled examination.

X. Middle school students taking an exam at a high school, shall return to their middle school upon completion of their exam.

   A. Examinations/cumulative course assessments given at middle schools shall be given on a schedule determined by the principal.

   B. Adequate time for the assessment to be completed shall need to be given consideration in the development of the schedule.
XI. The examination schedule of each school shall be implemented in a timely and efficient manner. Make-up examination/cumulative course assessments shall be permitted only with administrative approval in each school.

XII. Examination grades shall be recorded on the report card.

XIII. If a student refuses to take the final examination or complete a cumulative course assessment, a numerical score of 0.00 shall be recorded for the examination grade.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.