Conflict/Make up Final Exam Policy

All Fenwick absence and tardy policies outlined in the Parent/Student Handbook apply for the week of final exams.

- A student’s absence must be reported by phone before 8:45 a.m. on the day of that absence. Upon returning to school, the student is to bring a note from a parent or legal guardian stating the date and reason for the absence. This note is to be presented to Student Services on the day the student returns to school.

- If a student has a conflict, excused absence or is late for an exam, the exam must be taken at the very next available conflict/make up time slot. Students must discuss conflicts with the teachers involved prior to the exam day and may not take the exam on whichever day or time they wish.

- Only students with excused absences will have make up privileges. Unexcused absences may result in a zero on the final exam.

- Students will not be permitted to take their final exams if they are out of dress code. If the dress code cannot be immediately corrected, the student will be sent to the Deans’ Office. The student may be sent home and must then take the exam at a later time.

- There is a scheduled period each day for conflict and make up exams. These times are listed on the final exam schedules posted on the Fenwick website and throughout the school building.

Extended Time Final Exam Policy

Students who qualify for extended time, as noted in a Fenwick High School Academic Achievement Plan, will have the option to take their finals in a separate room (413-P or another room depending on number of students). The students will be allowed time and a half (two hours) for the final exams and must stay for at least an hour and twenty minutes. Students will take the final during the same time frame as their classmates with an altered start or end time.

For a scheduled 8:30 a.m. final, extended time students will begin at 7:50 a.m. and end at 9:50 a.m.
For a scheduled 10 a.m. final, extended time students will begin at 10 a.m. and end at 12 p.m.

Prior to Final:

- Students should talk to their teacher face-to-face by Tuesday, May 23 to confirm their need for extended time. Students who do not speak to the teacher by Tuesday, May 23 will take the test in the regular setting, unless approved by Ms. Comiskey.

- If the exam will not take place in room 413-P, an email will be sent out to your Fenwick email address notifying you of this change.

Any student that shows up later than the start time listed above will forfeit that time on the test. If a student is more than 40 minutes late to the extended time test, he or she must follow the school’s make-up exam policy.