

## Conflict/Make up Final Exam Policy

### All Fenwick absence and tardy policies outlined in the Parent/Student Handbook apply on final exam days.

- 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.
- 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.
- 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.
- There is a scheduled period each day for conflict and make up exams. These times are listed on the final exam schedules posted in Student Services, the link hallway outside the library and on the Fenwick website.

## Extended Time Final Exam Policy

Students who qualify for extended time, as noted in a Fenwick High School Educational or Academic Achievement Plan, will have the option to take their finals in a separate room (307-P or 208-P). 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 will indicate the need for extended time on their final exams via Google Form to Mr. Kmiecik and Ms. Lilek. This Google Form will be sent, via email, on Monday, May 13<sup>th</sup> and the completed form is due Friday, May 17<sup>th</sup> at 3:15 p.m.
- After extended time requests have been received, Mr. Kmiecik and Ms. Lilek will inform teachers of the students who have requested extended time in each of their classes. Teachers will receive this communication on, or before, Tuesday, May 28<sup>th</sup> at 3:15 p.m.
- Teachers provide copies of finals (and directions) for extended time students to Ms. Lilek ***by 1 p.m. the day before the final***.

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 will take the exam during the next make up exam slot.