

# St. Francis High School

## Final Exam Exemptions Practice

**Purpose:** Semester exams are given to students to assess retention of knowledge and skills retained over an 18 week period. A secondary purpose is to prepare students for post-high school experiences where exams over extended periods of time (semesters or quarters) are the norm. The purpose of the Semester Exam Exemption Policy is to reward students for excellence in their course work for a semester and to reward students with exemplary attendance and behavior for the semester. Earning an exam exemption is truly a privilege and should never be considered a right.

### Exam Exemptions – Juniors & Seniors

In order to earn an exam exemption, a student must meet the following criteria:

1. Freshmen and sophomores are not eligible for exam exemptions.
2. Juniors and seniors must have earned an “A-” (90% grade or better) for both quarters of the semester in the class at the time the exemption is granted. A B+ grade or lower will disqualify the student for an exemption. Students who opt for the exemption would earn the average of the two quarter grades.
3. Exam exemptions can be applied to both semester-long and year-long courses. In a year-long class, the student may take an exam exemption both semesters, if the teacher will allow it.
4. Taking an Advanced Placement exam qualifies a student to be exempt from the final exam for that particular class during the semester of the AP exam only.
5. Only exams given during the scheduled 90-minute exam period are eligible for exemptions. Classes in which the semester exam is a project exam cannot be exempt.
6. The student must have exceptional attendance during the semester that the exam exemptions are granted. A student must have no more than five (5) excused absences per semester class. A student must have no unexcused absences in the class. Additionally, students with truancies or suspensions during that semester will lose the privilege. School-sponsored field trips, college visits, funerals, and other school-related absences are not included in this number. All other absences, even medically excused absences and pre-planned family trips, are counted towards the five absences.
7. Excessive tardies to a class, meaning no more than three (3) unexcused tardies per class per semester, will prevent a student from receiving an exam exemption.
8. The student must display proper classroom behavior and citizenship as determined by the classroom teacher. Therefore, a teacher may deny the privilege of receiving an exam exemption to a student who is deemed unruly, disruptive, disrespectful, and uncooperative.
9. Specific cases involving extenuating circumstances will be reviewed by the Assistant Principal. It is the student’s responsibility to write an “Appeal Letter” to the Assistant Principal asking for a decision. The Building Principal has the final word if an exam exemption will be granted.
10. Towards the end of each semester, juniors and seniors who believe they are eligible for an exam exemption will pick up an Exam Exemption Form in the Academic & Career Counseling Office. It will be the responsibility of the student to secure all signatures on the Exam Exemption Form and return the form to the Attendance Office in order for the exemption(s) to count. Students are allowed a maximum of two exam exemptions per semester. A Lost Exam Exemption Form will not be replaced.
11. This incentive program may be reviewed and/or revised based on staff and student feedback.

**FINAL NOTE:** The process involved in determining the students who qualify for exam exemptions is an involved process that requires the cooperative efforts of the entire school community. The Main Office and the Academic & Career Counseling Office are responsible for getting the exemption information to students and teachers. However, this process is not immune to incidental oversights and it is the student’s responsibility to advocate for his/herself relative to concerns or questions he/she might have about exemptions. Concerns and questions should be directed to the teacher about grades and to administration about attendance or discipline.