

# Exam procedures

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## Purpose of an exam

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An exam should serve two purposes:

- To assess a student's mastery of material taught during a course. Exams should be cumulative.
- To evaluate the effectiveness of instruction and its impact on student performance.

## Amount of time for an exam

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### Elementary school

The amount of time for an exam in an elementary school will be set by the principal, with 60 minutes the maximum time for an exam.

### Middle school

The amount of time for an exam in a middle school will be set by the principal, with the minimum time for an exam 60 minutes and the maximum time 120 minutes.

### High school

The amount of time for an exam in a high school will be set by the principal, with the minimum time for an exam 90 minutes.

### Schedules for exam days

- Exam dates are set on the district calendar.
- Clock schedules for exam days are set by principals.

## Grade level exam guidelines

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### Elementary school

- Exams will be given only in grades 4-5 at the discretion of the principal.
- An exam in grades 4-5 will be given primarily as a teaching tool.

### Middle school and high school

Exams will be administered at all grade levels in a middle school or a high school.

Continued on next page

## Self-contained units for disabled students

Exam requirements in this policy do not apply to self-contained units for students with disabilities.

## Exemptions from an exam

- No exam exemptions except for seniors who are passing.

## Weighting of an exam

- A high school final exam or end-of-course exam will be factored at one-fifth of the final grade. Mid-term exams will be given in year-long courses.
- In a middle school unit course, a final exam or an end-of-course exam will be factored at one-fifth of the final grade.
- In a middle school non-unit course, each semester exam will be factored at one-tenth of each semester's grade.