

Assessment Week Exemption Policy

2023-2024 – Semester 1

Final assessment exemptions: Students must meet the criteria to be eligible for an exemption.

Specific to final assessments contained within the scheduled assessment week block.

Criteria: A student may exempt an exam or final assessment in one course per semester (so long as the mark is a 75% or higher in that class prior to assessment week). The criteria to earn this exemption is to have no late assignments or in-class assessments in the course the exemption has been requested. Students must be enrolled in five course and passing all of them to obtain an exemption.

1. Students missing class due to co-curricular and extracurricular activities are expected to pass their assignments in on time. If they are scheduled to be away from school on the day of an in-class assessment, students are expected to notify their teacher in advance and make alternate arrangements for the assessment. Missed in-class assessments because of school programming will not count as late when completed immediately upon the student's return to class.
2. A student who earns an examination exemption but chooses to write the examination may take the mark reflected by the higher of the two options. In other words, the examination mark would be included in the calculation of the final grade if a higher grade is the result. If the examination results in a lower grade, the examination mark is not included in the calculation of the term's work.
3. A subject may only be exempted once per school year in Math and English and Science (e.g., Cannot exempt Bio 11 and 12 in the same year).
4. Students who are absent from school for legitimate reasons (illness, isolation, bereavement, etc.) are required to stay caught up in their assignments via Teams and submit them on time. Missed in-class assessments due to legitimate absences will not count as late when completed immediately upon the student's return to class. We understand that there will certainly be some circumstances that will prevent this from happening and the Exemption Committee will review those cases at the time of exemption applications.
5. AP exams may NOT be exempted.
6. Outstanding fees and fines must be paid. Library books must be returned.
7. All students will be required to apply for the exemption and the Exemption Committee will confirm that there were no late assignments or assessments, that a minimum of 75% is met of the requested course, and that all courses are in passing standing.
8. Dropping a course after the closing date that guidance has set for course changes will disqualify a student from earning an exemption.

Exemption Request Form

Students seeking to exempt an exam are to have their teachers fill out the appropriate sections of this application form. It is the responsibility of the student to have the form completed and returned to the office by the deadline.

STUDENT'S NAME: _____

HOMEROOM TEACHER SIGNATURE: _____

FEES & FINES PAID?: YES NO

SUBJECT TO EXEMPT: _____

SUBJECT TEACHER SIGNATURE: _____

*Subject teacher signature indicates that the student has a minimum of **75%** in their class and that the student has **no late assignments or assessments**.*

If the student meets the subject requirements for the exemption, the rest of their teachers must initial the request to indicate the student has achieved a minimum of 60%.

Period 1: _____ Passing Y / N

Period 2: _____ Passing Y / N

Period 3: _____ Passing Y / N

Period 4: _____ Passing Y / N

Period 5: _____ Passing Y / N

COMMITTEE DECISION:

APPROVED

NOT APPROVED