



## KVHS Exam Exemption Guidelines

August 2017

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In keeping with the ASD-S Attendance Matters initiative encouraging students to be in school and on time, students may apply for one exam exemption per semester.

### Attendance Exemption:

An exam in a course may be exempted with a maximum of three absences per semester (at the discretion of the school) in any one class. More than 3 absences in any class will result in ineligibility to exempt in all classes. Students must be passing all 5 courses in order to obtain an Attendance Exemption.

### Criteria:

1. A student/parent is required to provide excuses for all classes for which they are absent. A written note, email, or verbal contact by parent, indicating the reason for the absence, is expected within five (5) school days of the student returning to school.
2. A student shall not accumulate any more than three excused absences in any course in which the student is enrolled.
3. Classes missed due to co-curricular and extracurricular activities are not classified as absences. However, schools should monitor the number of classes individual students miss due to co-curricular and extracurricular activities.
4. If a student comes to class tardy on two occasions, twice tardy will be considered as one absence.
5. All major assessment components (other than the final assessments/examination) in each of the courses which s/he is enrolled must be complete.
6. 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.
7. A subject may only be exempted once per school year. **(e.g. GMF10 and NRF10)**



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Please note:

- a. It is a school's choice to have Exam Exemptions based on the criteria outlined in this document for Attendance and/or based on the criteria for an Academic Exemption.
- b. When a student is absent due to a death in the immediate family [maximum # of days is five (5)] the absence will not be counted.
- c. When a student is absent due to a verifiable religious observance, the absence will not be counted.
- d. When a student is absent as a direct result of legal obligations which are supported by court subpoenas or appropriate documentation, the absence will not be counted.
- e. When a student with a chronic illness, has an appointment(s) with a specialist, the principal will not count these excusable absence(s). Principals may receive proof of the appointment(s).
- f. When a student is a participant in a provincial, national, or international sporting, fine arts, or leadership event (excluding team tryouts and practices) or when a student is absent as a result of participation in an educational opportunity as deemed appropriate by the school administration, the absence will not be counted.
- g. When a student is absent as a result of a suspension, the absence will be counted.
- h. When a student is serving an in-school suspension, the absence will not be counted.
- i. A student cannot be exempt from any examination related to the Advanced Placement (AP) program or any on-line courses.
- j. When a student is exempt from an exam, the student's term or final mark (usually out of 70%), is converted to a score out of 100%. There is no redistribution of weighting among other categories within the 70% term mark.