

## **INSTRUCTIONAL SERVICES**

**Policy 6451**

### **Evaluation Services**

#### **Semester Examinations**

Comprehensive semester examinations shall be given each semester to all students of the high school (9-12). There shall be adequate, but not excessive review of the material by the teacher with the students to assist them in organizing their material for the semester examinations. The principal may require that the exam be turned in for his approval prior to administering.

Examination dates shall be established each semester by the principal. Examinations shall not be given in advance of the date scheduled, except in emergency cases as determined by the principal. Students who are unable to take the examination as scheduled because of illness shall make an appointment with the teacher or principal to take the examination at a later date. Students who do not take required examinations are to be given incomplete or "F" grades for that examination. The exams shall be filed for one semester.

Semester examinations shall account for 20% of the semester grade.

Ref: Marionville High School Student Handbook (1984)