

## **MID-AND END-OF-COURSE ASSESSMENTS**

End-of-course assessments equal 10% of the end-of-course grade.

For full year courses, Semester 1 may include a mid-course assessment (test, project, portfolio, etc.) which is less than or equal to 10% of the Semester 1 average.

The June administration of end-of-course assessments will be announced and posted by March 15<sup>th</sup>.

End-of-course assessments for Semester 1-only courses or quarter-year courses (Q1, Q2, Q3) will be administered at the end of the semester or quarters respectively as communicated by the teacher.

### **The June administration of end-of-course assessments for full year courses is based on year-long, cumulative course work.**

Supervisors and teachers reserve the right to administer approved cumulative projects, portfolios, or other forms of assessment in lieu of traditional “final exams.” Cumulative projects, portfolios, or other form of assessments equal 10% of the end-of-course grade.

Semester 1 = 45% of full year grade

Semester 2 = 45% of full year grade

Final Grade for full year course = S1 (45%) + S2 (45%) + Final Assessment (10%)

Students who miss an end-of-course assessment due to extenuating circumstances will have their situation reviewed by the Vice Principal. If it is determined that the student has missed the end-of-course assessment under unavoidable circumstances, a makeup end-of-course assessment will be approved.

After an end-of-course assessment makeup exam is approved, the student must make arrangements with the appropriate Content Area Supervisor, teacher, and school counselor regarding time and location of the makeup end-of-course assessment. A grade of incomplete will be given to the student until the makeup exam has been taken and evaluated.

Credit is awarded upon successful completion of the course work which includes the completion of the end-of-course assessment (except for students who are exempt).

Except for students who are exempt (Seniors Only – see *Senior Exemptions* section) from taking the end-of-course assessment for full year courses, all students must take the June end-of-course assessments.

A student who misses a June end-of-course assessment for a full year course without the Vice Principal’s determination of “extenuating circumstances” and subsequent approval will receive a grade based on the teacher’s evaluation of the work accomplished throughout Semester 2. The end-of-course assessment grade will be factored in as an “F”; this will count as 10% of the end-of-course grade.

**REQUEST TO TAKE A MID- OR END-OF-COURSE ASSESSMENT ON  
ALTERNATIVE DATE**

Request to take a mid- or end-of-course assessment on an alternative date (i.e. date other than the assigned date per the announced and posted schedule), must be made to the Vice Principal. If the Vice Principal approves an alternative administration, the student must make arrangements with the appropriate Content Area Supervisor, teacher, and school counselor regarding the alternative date.

For assessment integrity, alternative dates will generally not be approved prior to the scheduled date of the assessment. If an earlier administration is approved, the assessment will be in a different form than the assessment administered on the scheduled date.