

The final examination period begins on Tuesday, December 15. Below is the information you will need regarding final exams.

Students will sit for examinations in all core subject areas: English, social studies, Jewish studies, Hebrew, mathematics, and science. The examination schedule and protocol given to the students can also be found on the website under “Academics, Upper School” and is included below.

The schedule is as follows:

**Final Exam Schedule-Fall 2009**

<b>Thursday, Dec 10</b>		
During Class		Hebrew
<b>Tuesday, Dec 15</b>		
8:45-10:30		English
11:00-12:45		Jewish Studies
<b>Wednesday, Dec 16</b>		
8:45-10:30		Social Studies
<b>Thursday, Dec 17</b>		
8:45-10:30		Science
11:00-12:45		Math
1:30-3:15		Make-Up

Please note, the schedule is altered during final examination days. Students are required to be at school *only* during their examination times. They may study at home the remainder of the time or remain at school and use the quiet study room.

Should we have inclement weather and a school closing during finals week, we will notify parents of the changes to the schedule and every attempt will be made to finish finals before students go on Winter Break.

Final exams encourage students to reflect back over their learning for the semester and allow us to see the progress students have made this school year. With proper preparation, the exam period can be an opportunity for us to praise student hard work and can give students a sense of accomplishment and closure for their learning this semester. Thank you for supporting and encouraging you child. Please contact me if you have any questions.

## **FINAL EXAMINATION PROTOCOL**

1. The only materials allowed in the examination room are those that the teacher has instructed are necessary for the exam. Notes and cell phones should be left in the locker before entering. Backpacks are not allowed in the examination room.
2. Students will not sit at the same table as another student taking the same exam.
3. No one is to leave the room once the exam begins. Should an emergency or special need arise, a proctor will accompany the student.
4. Bring at least two pencils or pens. Students will not be allowed to sharpen pencils or obtain supplies during the exam.
5. Talking is **not** allowed for any reason during the entire examination period.
6. When your test is complete, please leave the examination room quietly.
7. Students are expected to do their own work at all times. Any student not doing his/her own work or assisting another in any way will be subject to a “zero” for the examination and disciplinary action.
8. Finals must be taken during the scheduled time. Please see Ms. Gray or Mr. Clauer if you have a conflict.
9. Exemptions will be handled before the testing dates and testing rosters will reflect any approved exemption.

10. Each student must sign up to attend prayers at least once during finals.