

EHS MIDTERM EXAMINATION SCHEDULE
JANUARY 22nd, 23rd & 24th 2024

Please review the following information regarding the administration of midterm exams, which includes the designated testing dates and general guidelines:

Semester Exam Schedule

- Midterm exams will be administered over the course of three days.
- **No Hornet Homerooms** will be held on midterm exam dates.
- **January 25th and January 26th** are the designated midterm exam make-up days for all students.
- Below are the designated dates and testing sessions for midterm exams:

<u>Midterm Exam Testing Sessions</u>	<u>Monday, January 22nd Midterm Exam Day 1</u>	<u>Tuesday, January 23rd Midterm Exam Day 2</u>	<u>Wednesday, January 24th Midterm Exam Day 3</u>
7:23 A.M. – 8:55 A.M.	Block 1A	Block 4A	Block 3B
9:10 A.M. – 10:40 A.M.	Block 2A	Block 1B	Block 4B
10:45 A.M. - 11:20 A.M.	LUNCH		
11:30 A.M. – 1:00 P.M.	Block 3A	Block 2B	Make-Up Exam Session

Schedule for LCTI Students

- Academic Center and CAP students will report to LCTI per their regular schedule during the designated midterm exam dates.
- Half-Day AM and PM LCTI will attend EHS for their designated exams and will **NOT** report to LCTI.

Semester Exam Attendance Guidelines

- Students are only required to be at school during the times when they are scheduled to take midterm exams, and are welcome to arrange their own transportation to and from school.
- In order for a student to make-up an exam, the absence must be a legally valid excuse per the EHS Attendance Policy. Legitimate reasons for absences include the following:
 - ***Personal illness***
 - ***Death or serious illness in the family***
 - ***Observance of religious holidays of the student’s own faith***
 - ***Educational activities pre-approved by the district and/or building administrator***
 - ***Special circumstances such as a court summons, doctors’ appointments, or other emergencies that the school principal or designee deems appropriate***
- Students may continue to submit their EHS Excuse Blanks or Trip Request Forms to the Main Office or to their Assistant Principal’s Office.
- Students who are over 10 minutes late for a midterm exam testing session will not be allowed to take the exam upon arrival.

Semester Exam Transportation and Security Guidelines

● District Transportation

- Transportation to school during midterm exams will be provided at the regularly scheduled time each morning. Transportation home will be provided at **1:00 p.m.** on each exam day.
- Students are welcome to arrange their own transportation to and from school during midterm exams. Study halls will be provided in the cafeteria for students who have free time between exams, or for those who are unable to arrange transportation during testing sessions.

● Exam Sessions, Designated Study Hall Locations and Lunch

- Prior to the start of each testing session, students may enter the building **ONLY** through the following entrances:
 - **The Main Office**
 - **Auditorium Lobby**
 - **HIVE (Former Locker Commons)**
- Once the testing sessions begin and the designated entrances are locked, students are to enter through the **Main Office**, be escorted to the cafeteria, and remain in the cafeteria until the conclusion of the testing sessions. **All other entrances to EHS will be locked.**
- Students are not allowed to roam the building during each testing session, and are to remain in their testing locations, the cafeteria, or the library until the conclusion of the testing session.
- We will have available hall monitors and staff assistants in place to escort students during the testing sessions. During the time between testing sessions, students can travel around the building until the start of the next testing session.
- Lunch will be available for purchase in the cafeteria each day between **10:45 a.m.** and **11:20 a.m.**
- Study halls will be provided in the cafeteria for students who have free time between exams or for those who are unable to arrange transportation during testing sessions.
- The EHS Library will be open and available to students as a **quiet study location** during each testing session.

● Security Instructions Between Exams

- Students can enter through the Main Office, the HIVE, or the Auditorium Lobby.
- Students may leave through any exterior door, but the doors **CANNOT** be propped open.

Semester Exam General Guidelines

● Make-Up Exam Sessions

- Please be advised that unless there is medical documentation, or documented academic accommodations set forth that necessitates an adjustment in either the number of exams a student may take per day or a student's exam schedule, students are to adhere to the midterm exam schedule, and take their exams at the designated times per their schedule.
- Students will not be approved to change the date(s) of their midterm exam due to a schedule preference in taking exams during a different testing block.
- Students **approved** to make-up one or more midterm exams due to an excused absence per the EHS Attendance Policy, they are to take their exam during the designated midterm make-up exam sessions, which are listed below:

- The last testing session on **Wednesday, January 24th**, which runs from **11:30 a.m.** until **1:00 p.m.**, will be designated for those students who are approved to make-up their midterm exam. Teachers do have the flexibility to schedule make-up exam sessions with their students during this timeframe, or after 1:00 p.m., **pending approval to make-up midterm exams.**
 - **Thursday, January 25th and Friday, January 26th** are the designated midterm exam make-up day for all students.
- **Exam Weighting and Scoring**
 - Midterm exams administered in full-year courses are worth 10% of the final grade for the course.
 - Midterm / End-of-Semester exams administered in half-year courses are worth 20% of the final grade for the course.
 - Students taking a course for dual enrollment **must take** the midterm and/or final exam for the course.
 - If you have questions or concerns about the format, structure, scoring of your exam, please speak to your teacher for guidance.

Modified Exam Schedule for 2-Hour Delay / School Closing Information

- In the event of a **delayed opening** on **Day 1** or **Day 2** of the midterm exams, the first two scheduled exam sessions will be given:
 - **9:25-10:55 – Exam 1**
 - **10:55-11:25 – Lunch**
 - **11:30-1:00 – Exam 2**
- The last scheduled exam will be moved to the last midterm exam session from **11:30 p.m. to 1:00 p.m.** on **Friday, January 19th.**
- If there is a delayed opening on **Day 3** of the midterm exams, then the schedule above will be followed for the remaining two exams scheduled.
- If there is a **school closing** during any of the exam days, the progression of the semester exam administration by class block will remain the same upon our return to school.
 - **Ex:** If school is closed on **Monday**, then the exams for **Blocks 1A, 2A, and 3A** will be given on **Tuesday**, the exams for **Blocks 4A, 1B, and 2B** will be given on **Wednesday**, and the exams for **Blocks 3B and 4B** will be given on **Thursday.**
- All adjustments to the midterm exam schedule as a result of inclement weather will be updated on the EHS website, and provided to students, faculty and staff via email and posted on Schoology.