



Block Exam Policies and Procedures Information for Students and Parents Block 1 - 2021-22

Schedule and Building Hours:

Exam Schedule: Thursday, October 28

- Period 1 Exam: 8:00-9:25am (extended time ends @ 10:08am)
- Break: 9:25-10:20am
- Period 2 Exam: 10:25-11:50 am (extended time ends @ 12:33 pm)

Exam Schedule: Friday, October 29

- Period 4 Exam: 8:00-9:25am (extended time ends @ 10:08am)
 - Break: 9:25-10:20am
 - Period 5 Exam: 10:25-11:50 am (extended time ends @ 12:33 pm)
- The building is open to students from 8:00 am to 1:30 pm on exam days. If students are waiting for a ride after 1:30pm, they can wait at the River Forest Public Library. The main office will remain open from 7:00-4:00 on exam days.
- Students must enter and exit the building at the Lathrop entrance.
- All students are required to remain in the examination room until the conclusion of the 85 minute period. They are required to be silent unless instructed by their teacher that talking is allowed (projects only).
- Only students who have an ISP requiring additional time will be given additional time on a final exam. Teachers will inform those students who have extra time.
- **Seniors who are exempt from finals: see “Senior Exemptions” below for attendance requirements**

Student Expectations:

- Students are expected to be in full uniform on final exam days.
- Students may not have backpacks in the examination room or during the break.
- All cell phones must be turned off or silent and put away and kept out of sight during the exam day. **This will include during breaks on exam days**
 - If a device is visible or audible during a final exam, the incident will be treated as an incident of academic dishonesty and a student may be subject to discipline in accordance with the Academic Integrity Policy.
- Students are expected to comply with all aspects of the Academic Integrity Policy. Failure to do so will result in the student receiving a zero on their final exam.
- Students are required to attend all final exams or classes where a final project has been assigned, unless they are exempt (Seniors only)

Alternative Testing Location - Room #300

- Students who have ISPs that require an alternative testing location may take final exams in an alternate location, room #300.
- Students with ISPs must discuss the accommodation with each of their teachers before the day of the final exam.
- Final projects cannot take place in an alternative location.

Exam Break: Between first and second exam (9:25 to 10:20 am):

- Students may visit their lockers at the conclusion of their first exam but must remain quiet and respectful as some students will still be testing.
- Students must be in one of the following spaces in the break between final exam sessions:
 - **Library** - This is a silent study space. No small group work.
 - **Small Gym** - Freshmen and Sophomores ONLY. Students can study, visit with friends, or eat.
 - **Cafeteria** - Juniors and Seniors ONLY. Students can study, visit with friends, or eat.
- Snacks will be sold during the break period in the cafeteria.
 - Students are permitted to have a snack in the library, but they must purchase it before going into the library. Once in the library, they will not be allowed to leave before the second exam begins.
- Reminder: no phones or backpacks during the break

After Second Exam(10:25 to 11:50 am):

- Students may visit their lockers at the conclusion of their second exam but must remain quiet and respectful as some students will still be testing.
- Students **may leave the building** or report to the **cafeteria** at the conclusion of their second exam (the library will be closed).
- Snacks will be sold after the conclusion of the second exam in the cafeteria.
- All students are required to leave the building by **1:30 pm**.
- The main office will remain open from 7:00 to 4:00 pm

Library Hours:

- The library will **close at 11:50 am** on both exam days.

Transportation:

- Trinity buses will run on exam days. The bus will depart Trinity at **12:45 pm** on both exam days.

Senior Exemptions:

- Conditions:
 - 93% grade or higher in class
 - Not on attendance probation
 - Not on behavior probation
 - Teachers reserve the right to not exempt on a class by class basis
 - A student may choose to take a final that she has exempted

- Seniors will be notified of exemptions on **Oct. 25**
- Senior exemption final exam attendance:
 - Seniors do not need to be at school at the time of a final that they have exempted
 - If a senior would like to be on campus at a time when other students are taking finals they may do so, provided that:
 - **Not taking first exam period (8:00 to 9:25 am)**
 - Sign in at the front office
 - Arrive between 9:25 and 10:20 am (second exam begins @ 10:25 am)
 - Remain in the library during the duration of the first exam.
 - **Not taking second exam period (10:25 to 11:50 am)**
 - Seniors may leave at the conclusion of the first exam.
 - If they choose to remain in the building, they must stay in the library.

Guidelines for Final Projects

Teachers may assign final projects in lieu of a written final exam. The guidelines for final projects are the following:

- All final projects will be assigned by **Tues. Oct. 26** at the latest
- At least one class day will be provided for students to work on final projects
- A rubric will be created and shared at time project is assigned
- Feedback will be provided to students before final submission
- All projects must be submitted by the end of the period of the final exam
 - Project submitted 2 hours late: 10 % reduction
 - Project submitted more than 2 hours late: 15 % reduction
 - No projects will be accepted after 11:00 pm on either exam day. Anything submitted later result in "0" on the final
- During final exam period all students must attend class, and remain in the room until the end of the standard time period

Absence on final exam days/ Make up Finals

If a student is absent on the day of the final exam they must do the following:

- **Project-based finals:** Will be due electronically on **Tues. Nov. 2** by the end of the school day.
- **Written final exam:** Students must take missed exam(s) on **Mon. Nov. 1. the library (8:00 to 10:00 am and 10:30 to 12:30 pm)** Students may take two final exams on that day. The exam schedule should be coordinated with the student's counselor. There are no alternative late exam sessions.

Grade Posting Dates:

- Day off (School will be closed to students): **Mon. Nov. 1st.**
- Block 2 classes will begin: **Tues. Nov 2.**
- The grading platform will be shut down to students and families from **Thurs. Oct. 28 until Wed. Nov. 10 at noon**
- Block 1 grades will be available on the Blackbaud platform on **Wed. Nov. 10 at noon.**