

IMPORTANT: Save your responses! After submitting your form, you will receive a message to print or get a pdf of your answers.

Western High School Final Exam Exemptions Instructions for Students and Parents

WHO TAKES FINAL EXAMS?

As per School Board Policy 6000.1, a student may be exempt from the midterm and/or final exams in a high school course under the following criteria:

- (1) The student earns a grade of "B" or better in all marking periods of the respective high school course during the semester of the exemption.
- (2) The student may waive eligible midterms or final exams for up to one-half all high school or higher level courses on the student's regular school day schedule,
- (3) AP/IB/AICE students may exempt the final exam.
- (4) Dual enrollment midterm and final exams may not be exempted.
- (5) The statewide, standardized EOC assessments, required by statute, are not eligible for exemption;
- (6) Midterm and/or final exams cannot be retroactively exempted once the student takes the exam.

HOW WILL STUDENTS ACCESS AND SUBMIT EXEMPTION FORMS?

- (1) Students will access Exam Exemption forms through a link using Microsoft Forms
- (2) The link to the *Exam Exemption Microsoft Form* will be posted on our school's website and Canvas.

SENIORS ONLY: <https://forms.office.com/r/eBf3iqq9R9>

GRADES 9-11 ONLY: Coming Soon

- (3) Teachers will conference with students to discuss exemption status.
 - a. Review grades for each quarter
 - b. Determine whether the student has outstanding assignments or assessments that would prevent them from approving your exemption
 - c. Advise student whether the exemption request will be approved.

WHEN CAN STUDENTS ACCESS THE EXEMPTION FORM? WHEN IS IT DUE?

	Link Opens	Conference w/ teachers	Link Closes
Seniors	5/10/22	5/10/22 – 5/19/22	5/19/22 @ 5 pm
Underclassmen	5/23/22	5/23/21 – 6/1/22	6/1/22 @ 5 pm

Senior Exemption forms are due no later than May 19, 2022 @ 5:00 p.m.

Underclassmen Exemption forms are due no later than June 1, 2022 @ 5:00 p.m.

WHAT IF STUDENTS APPLY FOR AN EXEMPTION, BUT THEY DON'T QUALIFY?

- (1) If a student turns in duplicate Exam Exemption Forms, both forms will be considered null and void.
- (2) Prior to the administration of exams, it is the student's responsibility to verify with the teacher of his/her requested exemption that he/she has been approved to exempt the exam.
- (3) Once you select your exemptions and submit the form electronically, you will NOT be able to change your decision
- (4) If your fourth quarter grade falls below a "B" due to additional tests/quizzes/assignments, etc., your exemption will be withdrawn and it is your responsibility to study and be present for the final exam.

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WHAT GRADES ARE ENTERED IN PINNACLE WHEN A STUDENT EXEMPTS A MIDTERM?

The chart below shows the exam grade and the semester grade that result from exemptions.

Quarter Grades 1 st 2 nd		Exam Grade (w/ exemption applied)	Semester Grade (with exemption applied)
A	A	A	A
A	B+	B+	B+
A	B	B+	B+
B+	A	B+	B+
B+	B+	B+	B+
B+	B	B	B
B	A	B+	B+
B	B+	B	B
B	B	B	B