

## **Western High School Midterm Exam Exemptions Instructions for Students and Parents**

### **WHO TAKES MIDTERMS?**

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 midterms cannot be exempted; however the student 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; however the student may exempt the midterm exam.
- (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) Due to eLearning, 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 on Tuesday, 12/1/20.
- (3) Teachers will conference with students during the week of Nov. 30 – Dec. 4 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 ARE EXEMPTION FORMS DUE?**

The *Microsoft Exemption Form* must be submitted no later than **Monday, Dec. 7, 2020 at 3:00 p.m.** Exam Exemption Forms will not be accepted after this date and time. No excuses or exceptions will apply. If a student turns in duplicate Exam Exemption Forms, both exemption forms will be considered null and void.

### **WHAT IF STUDENTS APPLY FOR AN EXEMPTION, BUT THEY DON’T QUALIFY?**

- (1) Teachers will review student exemption requests and notify administration if a student does not qualify for an exemption.
- (2) Remember, if a student’s class average falls below a “B” average, they must take the midterm exam. It is the student’s responsibility to view Pinnacle to review their grades. Contact your teacher if you have any questions regarding exemption status.
- (3) Students may not replace any exemption requests once the form is submitted.

11/18/20

**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 <sup>st</sup> 2 <sup>nd</sup>		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