

Coral Springs High
Final Exam Exemption Waiver Form
Instructions for Underclassmen Students

1. Underclassmen students will be given a *Final Exam Exemption Waiver Form* by their “Sixth Period” Teacher on **Wednesday, May 24, 2023**, for the purpose of exempting **up to three (3)** semester exams. In order to be approved to exempt a semester exam, you must earn a grade of **“B” or higher in a class for both quarterly marking periods**.
2. **TEACHERS:** Verify that the student has an **“A” or “B+” or “B”** for both quarters. Please see the chart below and complete the necessary information. **Immediately** record the attendance code EE in Pinnacle for all students who choose to exempt your exam. At that same time, use the chart below to calculate the exam grade in Pinnacle for any student who exempts your exam. **DO NOT** wait to enter attendance or grades during the exam session. Keep a record of all students who choose to exempt your exam. If a student’s grade for the current quarter **FALLS BELOW** a “B”, the student **must take the final exam**. It is the student’s responsibility to keep up with their current quarter grade. Review grades with your students prior to the exam.

Use the chart below to determine your eligibility and what your grade will be for the semester.

Quarter Grades	Exam Grade (with 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/B	B	B

2. Select up to three (3) exams to exempt and have each teacher sign the *Final Exam Exemption Waiver Form* in the appropriate place. Teacher signatures for exam exemptions can be obtained from **6th period, Wednesday, May 24, 2023**, through the afternoon of **Wednesday, May 31, 2023** (see *time due* below).
3. Your parent/guardian and you **MUST** sign the Final Exam Exemption Waiver Form.
4. The *Underclassmen Final Exam Exemption Waiver Form* (with **original** teacher and parent/guardian signatures--**no** photocopies will be allowed) must be returned to **Colt COUNTER** **during lunches no later than 1:02 p.m. on Wednesday, May 31, 2023**. **NO Underclassmen Final Exam Exemption Waiver Forms** will be accepted after. Also, I **WILL NOT** be printing out duplicate exemption forms in order for me to enter the exemptions into the Database in a timely manner.
5. Prior to the administration of semester exams, it is the **student’s responsibility** to verify with **each** teacher listed on his/her *Final Exam Exemption Waiver Form* that he/she has been approved to exempt his/her final exam. Each teacher will be provided with their list of Underclassmen students who have been approved for final exam exemptions **after** the processing of all *Final Exam Exemption Waiver Forms*.
6. **STUDENTS:** please choose your exemptions **wisely**.
 - If you have chosen to exempt an exam but your fourth quarter grade falls below a "B" (because of tests, quizzes or assignments **after** the exemption was approved), then your exemption will be **withdrawn**, and it is **your responsibility** to study and **be present** for the final exam.
 - If your fourth quarter grade falls below a "B" and your exemption is **withdrawn**, you **will not** be able to replace this exemption with another exemption after the form has been signed and/or turned in (or after the due date).
 - If you have chosen to exempt an exam, you **WILL NOT** be able to **change** your decision after your form has been signed or turned in (**or after the due date**).
 - Remember, the **responsibility of the student:** 1) obtaining teacher signatures on the final exam exemption form; 2) choosing your exemptions wisely; 3) turning the final exam exemption form in **by 1:02 p.m. Wednesday, May 31, 2023**; and 4) verifying with each teacher that you are still approved to exempt his/her exam **RESTS SOLELY WITH YOU, THE STUDENT**.