

**Cooper City High Final
Exam Exemption Waiver Form
Instructions for Senior Students**

- Senior students will be issued the *Final Exam Exemption Form* by their 1st period Teacher on **Monday, May 16, 2022**, for the purpose of exempting **up to three (3)** eligible semester exams. In order to be approved to exempt a semester exam, student must earn a grade of **“B” or higher in a class for both quarterly marking periods**.
- 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 and enter this grade in Pinnacle gradebook for the final exam. **DO NOT** wait to enter attendance or grades during the exam session. 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 eligibility and what grade will be for the semester, if exemption is applied.

3 rd Marking Period Grade	4 th Marking Period Grade	Exempted Exam Grade (with exemption applied) This grade must be entered in Pinnacle Gradebook for the Semester Exam	Final 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

- Select up to three (3) exams to exempt.
- Both student and student’s parent/guardian **MUST** sign the Exam Exemption Waiver Form.
- The *End of Year Exam Exemption Waiver Form* must be submitted **no later than 2:40PM on Friday, May 20, 2022**. No *Exam Exemption Waiver Forms* will be accepted after this date and time in order for all waivers to be processed. No excuses or exceptions will apply.
- Prior to the administration of semester exams, it is the student’s responsibility to verify with **each** teacher listed on his/her *Exam Exemption Waiver Form* that he/she has been approved to exempt his/her exam. Each teacher will be review, confirm and sign off on exemptions
- STUDENTS:** please choose your exemptions **wisely**.
 - If you have chosen to exempt an exam but your second 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 student’s third quarter grade falls below a "B" and exemption is **withdrawn**, student 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 student has chosen to exempt an exam, the student will **not** be able to **change** their decision after their form has been signed and turned in (or after the due date).
 - Remember, student’s **responsibility** is: 1) choose exemptions wisely; 2) completing the end of year exam exemption by **2:40 pm Friday, May 20, 2022**; and 3) **verifying with each teacher that you are still approved to exempt his/her exam, RESTS SOLELY WITH YOU, THE STUDENT.**