

**EXAM WAIVER INSTRUCTIONS**  
**TERM 6, 2009**

As per School Board Policy 6000.1, students in a 4X4 block scheduled school who have earned a "B" or better in a high school course may be exempt from up to 2 semester final exams ( at CWFHS, this means 2 exams each 9 week marking period). AP, IB, AICE, Dual Enrollment, and College Readiness Remediation course exams may not be exempted. All final exam exemptions require parent permission.

On Thursday, October 15, teachers will distribute exam waiver forms to all students through first period classes. Please give students the following instructions:

1. If you have a B or an A in a class that is eligible for exam exemption, you may exempt the exam and will receive the grade you earn in the class as your exam grade.
2. For the class (es) where you are exempting the exam(s), fill in the first four boxes on the Exam Waiver form and ask your teacher to sign the form, giving your present class grade as the exam grade, and recording that grade as the final semester grade.
3. You may do this in two classes if you qualify with a B or an A.
4. If you have more than two classes where you qualify, you must select the two you wish to exempt.
5. You may exempt two each marking period.
6. You may select the same or different classes next marking period.
7. You must have your parent signature on the form before you turn it in.
8. You must turn in the form with the signatures to your first period teacher prior to Tuesday, October 20.
9. You do not have to report to the class of the exam you have exempted on the day of the exam.
10. If you are on campus for another exam that day, you are to report to the cafeteria/auditorium during the exempted exam time.

Teachers should follow these procedures:

1. Pass out forms to first period students.
2. When asked by a student to exempt your exam, check eligibility of academic grade, record the grade on the Exam Exemption form, and sign the form.
3. Keep a record of the students for whom you have granted exemptions. On the grade report, you will record the quarter grade for the exam grade.
4. If a student is absent on the day of the exam, record an I in the exam column, to await the student taking a late exam if the absence is excused, and then provide an exam grade.
5. Collect the completed forms in your first period class on Tuesday, October 20. Check the forms to see if the student has all of the proper signatures and the form is filled out correctly.
6. Turn in your first period Exam Exemption Waiver forms to your Department Chair.

Please note the following two items:

1. It is the student's responsibility to have the form completed thoroughly and turned in by Tuesday, Oct. 20.
2. The Board of Education has made the policy concerning which courses may be exempted.

# Flanagan High School Exam Exemption Form 4 x 4 Block Schools

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

As per *School Board Policy 6000.1*, students in a 4x4 block-scheduled school who have earned a grade of a “B” or better in a high school course may be exempt from up to 2 semester final exams. AP, IB, AICE, Dual Enrollment, and College Readiness Remediation course exams may not be exempted. **All final exam exemptions require parent permission.**

**Students:** Please have this form filled out as directed by your school. Have your parent/guardian sign the form and return it to the designated staff member at your school prior to the deadline.

Pd.	Exam Time	Subject	Waiver	Exempted Exam Grade	Final Semester Grade	Teacher Signature

**Parents:** Before signing this waiver, please read the following:

Exempting exams is a reward for satisfactory or better academic progress. It is widely recognized that students benefit from the study skills practiced when preparing for semester exams similar to those used in post-secondary schools. Students who choose to exempt their exams may forgo the opportunity to improve their semester grades by taking their exams and earning higher grades. Even when eligible, students have the option not to use the exam exemption.

- The student is responsible for the return of this form as required by administration.
- No exam exemptions will be granted without the required forms being completed, signed, and turned in before the deadline.
- Students are reminded that they can only exempt two of their four exams per semester.
- Students should be aware that if their grade falls below a “B” average prior to the end of the semester, they would be required to take the exam for that course.
- Failure to abide by this policy will result in the student having to take the exams for all of their classes.

**STUDENT Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Print) Parent Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_