

**ALMA MIDDLE SCHOOL
FIRST SEMESTER
EXAM SCHEDULE
DECEMBER 18 & 19, 2018**

EXAM SCHEDULE

Tuesday, December 18th - The following classes will meet during the times indicated:

PERIOD 1	8:10 - 8:30	
PERIOD 2	8:33 - 8:53	
PERIOD 3	8:56 - 9:16	
PERIOD 4	9:19 - 9:39	
PERIOD 5	9:42 - 10:39	Exam
PERIOD 6	10:42 - 11:39	Exam
LUNCH	11:39 - 12:21	
PERIOD 7	12:24 - 1:21	Exam
PERIOD 8	1:24 - 2:20	Exam (school will dismiss at 2:20)

Wednesday, December 19th - The following classes will meet during the times indicated:

PERIOD 1	8:10 - 9:07	Exam
PERIOD 2	9:10 - 10:07	Exam
PERIOD 3	10:10 - 11:07	Exam
LUNCH	11:07 - 11:49	
PERIOD 4	11:52 - 12:49	Exam
PERIOD 5	12:52 - 1:12	
PERIOD 6	1:15 - 1:35	
PERIOD 7	1:38 - 1:58	
PERIOD 8	2:01 - 2:20	(school will dismiss at 2:20)

**SEMESTER EXAMS WILL NOT BE GIVEN
EARLY.**

Parents. . . On Friday, December 14th your child will receive their semester exam schedule for the first semester. We encourage you to review this schedule with your child.

On the back of this form, you will find semester exam questions most often asked by students and parents. If you have additional questions, please feel free to call us at 632-2168.

(Information on back)

SEMESTER EXAM QUESTIONS MOST OFTEN ASKED BY STUDENTS AND PARENTS

- 1. How do I know if my child has to take semester exams?** On Friday, December 14th students will be notified by each of their teachers if they are exempt from taking a semester exam per each class period. Exemption is based on the student's class attendance, tardies; time assigned to SDC, and/or their grade in each of their classes. If they are not exempt, the student will report to each class according to the exam schedule on the reverse side of this page. Semester exam information can be found on page 10 in the Student Handbook, which can be found online at www.almasd.net. The cutoff date for attendance corrections that affect Semester Test Exemptions is Thursday, December 13. No attendance changes will be made after this date for Semester Test Exemption.
- 2. When are the exams given?** Exams for periods 5, 6, 7, & 8 will be administered on Tuesday, December 18th. Exams for periods 1, 2, 3 & 4 will be administered on Wednesday, December 19th. See the exam schedule on the reverse side of this page for exam time periods.
- 3. What does my child do if he/she does not have to take an exam in every class?** Students are only required to report to school during the time period(s) they are taking an exam. For example: If a student has an exam during first period on Wednesday, they are required to be here from 8:10 a.m. - 9:07 a.m. Once the exam period is over, they may be picked up by a parent or designated person (students must have written permission to be picked up by someone other than a parent). The person picking them up must come into the main lobby and sign the student out. This applies to each exam time period throughout the day on Tuesday and Wednesday.
- 4. May my child leave campus and return if they do not have exams in consecutive periods?** Yes, but they must be picked up and brought back by a parent or designated person. If a student is being picked up by a parent at the end of an exam period, the students will report to the cafeteria. When a parent or designed person signs them out in the main lobby, the student will be called from the cafeteria. Students, who are not picked up in a timely manner, will be required to report to class at the beginning of the next exam period. Students returning will sign back in when they return.
- 5. May my child ride a bike or walk off campus?** Only at the end of all exams for the day and a written note signed by a parent is brought to the office giving the student permission to leave by bike or foot. Students are not allowed to ride a bike or walk off campus between exam periods without prior arrangements being made between the parent and Mr. Reeves or Mr. Wolfe.
- 6. What if I cannot pick my child up after an exam?** If a student is at school during an exam period, they are required to attend class and follow classroom procedures as assigned by the teacher.
- 7. What if my child is late for an exam?** Students are not permitted into a class setting once the exams begin. The student will need to make arrangements to return on Monday morning, January 7, 2019, to make up the exam.
- 8. What if my child is sick on one or both semester exam dates?** Parents will need to call the office at 632-2168 to report the child's illness. We realize a student may be unable to take an exam if they are extremely ill, but we encourage students to report if at all possible. Students who fail to make up exams will be given a zero on each semester exam missed. Students with excused absences for one or both semester exam dates will be allowed to take a make-up exam on Monday, January 7, 2019, from 8:30 am to 12:00 pm.
- 9. Do buses run their normal routes on exam dates?** Yes. All buses will make their normal routes at their normal times during the mornings. The afternoon bus departures and parent pick up will begin one hour earlier. School will dismiss at 2:20p.m.
- 10. Will lunch be served on semester exam dates?** Yes. See the reverse side of this sheet for lunch information.
- 11. Can I check my child out early from an exam period?** It is important for all students to have the opportunity to do their best on each exam; therefore, we cannot interrupt the exam situation to call a student from class during an exam period.
- 12. Will my child be outside for parent pickup after testing?** No, students who are parent pick up before the end of the day will report to the cafeteria and a parent or designated person must come into the building to sign the student out in the main lobby. Students will then be called from the cafeteria. End of the day parent pickup procedures will not change; students will be released as normal after the full day of testing.
- 13. Can my child take their semester exams early? Semester exams are not given early.**