

PCS HIGH SCHOOL FINAL EXAM SCHEDULE

FIRST SEMESTER

December 13-20, 2013

Friday, Dec. 13 th	Last day for unit tests or new material	
Monday, Dec. 16 th	Course Synthesis and Review Day (Dismissal at 3:20 PM)	
Tuesday, Dec. 17 th	8:30 – 8:40	Attendance & Instructions
	8:40 – 10:10	1st Period Exams
	10:10 – 10:15	Announcements
	10:15 – 10:30	Break
	10:30 – 10:40	Attendance & Instructions
	10:40 – 12:10	2nd Period Exams
	12:10 – 12:15	Announcements
	12:15 – 12:45	Lunch
	12:45 – 12:55	Attendance & Instructions
	12:55 – 2:25	4th Period Exams
	2:25 – 2:30	Announcements
Wednesday, Dec. 18 th	8:30 – 8:40	Attendance & Instructions
	8:40 – 10:10	0 Period Exams
	10:10 – 10:15	Announcements
	10:15 – 10:30	Break
	10:30 – 10:40	Attendance & Instructions
	10:40 – 12:10	3rd Period Exams
	12:10 – 12:15	Announcements
	12:15 – 12:45	Lunch
	12:45 – 12:55	Attendance & Instructions
	12:55 – 2:25	5th Period Exams
	2:25 – 2:30	Announcements
Thursday, Dec. 19 th	8:30 – 8:40	Attendance & Instructions
	8:40 – 10:10	6th Period Exams
	10:10 – 10:15	Announcements
	10:15 – 10:30	Break
	10:30 – 10:40	Attendance & Instructions
	10:40 – 12:10	7th Period Exams
	12:10 – 12:15	Announcements
Friday, Dec. 20 th	8:30 – 12:15	Exam Make-Up Day
	8:00 – 11:30	Work Day Detention

Special Instructions and Information:

1. High School students need only attend school for scheduled exams. Teacher aides should communicate with their supervising teachers regarding their individual exam schedules.
2. Students are to go directly to Exam Rooms, not to Homerooms. Attendance will be taken at the beginning of each exam.
3. Students must stay in the classroom for the entire exam period. Therefore, they should bring extra study/reading materials. No passes are to be given out during an exam, even if the student is finished taking the exam. All students are to be quiet in the halls at all times.
4. High School students who do not have scheduled exams but must stay at school due to transportation arrangements must report to the Media Center with study/reading materials. Students arriving early for the second exam period each day are to wait in the Media Center until the bell sounds to begin break time.

FIRST SEMESTER FINAL EXAM Continued

5. **Friday, December 13th** the last unit tests should be completed. **Monday, December 16th** will be a review day for course synthesis and review.
6. Teachers who give exams for the same course but on different days are to vary the exams to prevent sharing information. Please make sure that the integrity of all exams is protected. Use a cover sheet and closely monitor students during exams.
7. Exams should take most students the balance of the time allotted to complete. No student should be able to finish in a normal length of a period (45 minutes). It should take even the fast test takers at least one hour.
8. Teachers, please use the 15-minute period prior to exams to pray and give procedural instructions, then pass out exams by 8:40 AM, 10:40 AM or 12:55 PM respectively.

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