

CCS FINAL EXAM SCHEDULE GUIDELINES 2019

Final exams are high stakes tests for students especially seniors. As we do with OST, we must ensure a positive testing environment to maximize students' opportunities for success. Please plan to ensure the minimum guidelines listed below are followed.

1. All students will have 80 minutes to complete their exams.
2. If seniors need more time than allotted in the schedule, please plan to provide a quiet place for them to complete their exam.
3. No student may take more than 3 exams in one day.
4. Senior final exams CANNOT begin before May 22.
5. Underclassmen final exams CANNOT begin before May 24, 2019.
6. Times on the template can be adjusted to more closely match your schedule.
7. Please submit a copy of your final exam schedule and related communication to parents and students by May 10.
8. If you are creating a schedule that is different from the exam schedule below, it must be submitted to Ms. Wells by May 3 for approval before being communicated out to students and families.
9. Note that underclassman exams are labeled Exam 1, Exam 2 etc...It is up to each building as to how you want to assign those periods.
10. Exam schedules can be offered by subject or by period.
11. Seniors will not attend Fort Hayes Career Center beginning Wednesday, May 22, 2019. Juniors will not attend Fort Hayes Career Center beginning Tuesday, May 28, 2019.
12. Make sure you build a supervision plan for your Career Center students for times they will be in your building, but not testing.
13. Greg Wisniewski will send attendance guidelines before exams begin.
14. The curriculum office will make district exams available for use. Schools will place their orders directly from the print shop. Teachers may also create their own exam. Teacher created exams are to be a comprehensive assessment of all standards to be mastered throughout the school year and due to that, should take longer than a regular school period.
15. Directions from the office of Teaching and Learning will follow this email.



2018-2019 District Final Exam Guidance Document

SENIOR EXAM SCHEDULE Exams may be scheduled by period as noted below or by subject i.e. **Weds. = ELA and SS, Thurs. = Math & Science, Fri. = World Language & Electives**

Wednesday, May 22, 2019		Thursday, May 23, 2019		Friday, May 24, 2019	
Period 1: 7:30 a.m.-8:19 a.m.		Period 1: 7:30 a.m.-8:19 a.m.	Exam Review	Period 1: 7:30 a.m.-8:19 a.m.	Gr. 12 EXAM
Period 2: 8:23 a.m. -9:12 a.m.	Gr. 12. EXAM	Period 2: 8:23 a.m. -9:12 a.m.		Period 2: 8:23 a.m. -9:12 a.m.	
Period 3: 9:16 a.m.-10:06 a.m.	Exam Review	Period 3: 9:16 a.m.-10:06 a.m.	Gr. 12. EXAM	Period 8: 9:16 a.m.-10:06 a.m.	Grade 12 EXAM
Period 4: 10:09 a.m. -10:58 a.m.	Gr. 12. EXAM	Period 4: 10:09 a.m. -10:58 a.m.		Period 4: 10:10-10:54 a.m.	Gr. 12 Make Up
Period 5: 11:02 a.m. -11:51 a.m.	Exam Review	Period 5: 11:02 a.m. -11:51 a.m.	Gr. 12. EXAM	Period 5: 11:57 a.m. -11:41 a.m.	Gr. 12 Make Up
Period 6: 11:55 a.m.-12:44 p.m.	Gr. 12. EXAM	Period 6: 11:55 a.m.-12:44 p.m.			
Period 7: 12:48 p.m. -1:37 p.m.	Exam Review	Period 7: 12:48 p.m. -1:37 p.m.	Gr. 12 EXAM	11:45 am-1:05 pm	Senior Clap Outs or other Senior Activity
Period 8: 1:41 p.m. -2:30 p.m.		Period 8: 1:41 p.m. -2:30 p.m.	Exam Review	1:10 p.m. -2:30 p.m.	Underclassman Exam 2/Senior Clap Outs or other Senior Activity

Seniors will have the same amount of time to complete final exams as underclassmen (80 minutes as needed). Students needing additional time beyond what is scheduled above will complete their test in the Library or other designated testing space.

9TH, 10TH, AND 11TH GRADE EXAM SCHEDULE

No hall passes during exams. All students must report to their assigned class each period. Exams should last 80 minutes

Friday, May 24, 2019	Tuesday, May 28, 2019	Wednesday, May 29, 2019	Thursday, May 30, 2019
Exam 1: 11:45 am-1:05 pm, Review/Exam	Exam 3: 7:30 a.m.-9:00 a.m. Review/Exam	Exam 6: 7:30 a.m.-9:00 a.m. Review/Exam	MAKE UP EXAMS ONLY
Exam 2: 1:10 p.m. -2:30 p.m.	Exam 4: 9:05 a.m.-10:35 a.m. Review/Exam	Exam 7: 9:05 a.m.-10:35 a.m. Review/Exam	
	Lunch: 10:40 a.m.-11:40 a.m.	Lunch: 10:40 a.m. -11:40 a.m.	
	Exam 5: 11:45 a.m.-1:15 p.m. Review/Exam	Exam 8: 11:45 a.m.-1:15 p.m. Review/Exam	*Breakfast and Lunch will not be served on this day.*
2:30 pm Dismissal	1:15 p.m. Dismissal	1:15 p.m. Dismissal	11:00 Dismissal

CAREER CENTER

- ❖ Seniors will not attend Fort Hayes Career Center beginning Wednesday, May 22, 2019
- ❖ Juniors will not attend Fort Hayes Career Center beginning Tuesday, May 28, 2019