



STONEBRIDGE Upper School

Semester Examination Purpose and Protocols

EXAMINATION, n. [L. the tongue, needle, or beam of a balance—signifying weighing, measuring]

1. The act of examining; a careful search or inquiry, with a view to discover truth or the real state of things; careful and accurate inspection of a thing or its parts.
5. In *seminaries of learning*, an inquiry into the acquisitions of the students, by questioning them in literature [*learning; comprehensive knowledge*] and the sciences [*certain knowledge, comprehension of facts, understanding of truth*], and by hearing their recitals.

Middle Grades: All 6th - 8th grade students will be following the same schedule as the high school during the two exam days except that they will only have three exams instead of 4. They will not need to be present at school during the time slot in which they do not have an exam. For regular high school credit bearing classes, exams count as ten percent of the semester grade, along with forty-five percent from quarter three and forty-five percent from quarter four. For regular 6th-8th grade (non-high school credit) courses, tests given during exam week only count as regular test grades (See clarifications below).

Clarifications:

1. All 6th grade students will have a comprehensive, cumulative test in English, Bible, and Math only.
2. All 7th grade students will have a comprehensive, cumulative test in English, Bible, and Math only.
3. All 8th grade students will have an actual exam in Algebra 1, French 1 and Spanish 1 as these are high school credit-bearing courses. They will have a comprehensive, cumulative test in Pre-Algebra and History only.

Reasoning for Cumulative Tests/Exams:

Cumulative tests/exams are very beneficial to both the teacher and student to determine how much of the material has been retained and has become the internal property of the learner. The exam setting helps the students gain mastery of study and test taking strategies before they engage in “higher stakes” examinations in college. Exam week is an opportunity to acknowledge and celebrate all that has been accomplished throughout the semester and to more firmly fix what has been learned in the mind and heart. It should not be dreaded as a time to panic and stress and cram. If the student has tended to his learning by listening and participating well in class, applying his thinking, completing his independent work, preparing for quizzes and tests, making corrections, and building an organized and thorough notebook, he should not have difficulty documenting his mastery of the subject on an exam or cumulative test.

Senior Exemptions: Historically, seniors have been exempt from the semester exams under the following conditions as stated in the Upper School Handbook.

Seniors who have a 93% or higher semester average in a course may be exempt from the semester exams in that class; exemption from first semester exams also requires that the student has satisfactorily completed and submitted his Thesis Project outline. The senior is responsible to receive verification of exempt status from the teacher before the exam date. The student with the 93% average does have the option of taking the exam. This option is recommended for preparation for college.

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Note: Juniors in AP classes may be exempt from the second semester (final) exam only, provided they have a 93% or higher semester average in the course and they took the AP exam.

General Schedule for Exam Week: (June 3 - 7, 2019)

On **Monday** and **Tuesday**, there will be regular classes as usual.

Then, on **Wednesday** and **Thursday**, there will be two exams per day for all students in grades 6 – 12. Since there are two exams, students will be given a break to study, rest, and eat a snack in between exams. Students will be dismissed at **1:00 p.m.**

On **Friday**, we will have our annual Awards Chapel at 8:30 am. (Students should be in chapel dress.) After the Awards Chapel, grades 6 – 7 will be dismissed to their mentors for character awards and final activities. Grades 6 – 7 will be dismissed at noon. Extended care will begin at 12:15 p.m. Grades 8 – 12 will be dismissed right after the chapel, at approximately 10:15 am. Once dismissed, all 8th-12th grade students must leave campus.

Note: If a student does not have an exam during any of the designated times, he/she does not need to be in school for that time period. However, if he/she must be at school due to carpooling issues, he/she must let his/her mentor know ahead of time and then report to the office to be supervised.



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This is a copy of the information distributed to students.

- Read the posted **EXAM SCHEDULE** carefully and note the location of your exam sessions. Report to each exam session **ON TIME, READY and EQUIPPED** to take the exam.
- Be sure to have all the **REQUIRED SUPPLIES AND MATERIALS** for each exam. Proctors will **NOT** dismiss students from the exam setting for any reason (e.g., bathroom, locker, phone) until the scheduled end time.
- Bring reading or study materials to each exam session to use for **SILENT STUDY** once you complete the exam. Proctors may **NOT DISMISS STUDENTS** before the scheduled end time. **NO** partner or group study, talking, or moving about will be permitted in the exam setting.
- You may have **BOTTLED WATER ONLY** during the exam; no other food or drink is permitted.
- Course teachers who are not assigned to proctor the exam will “float” from room to room to answer questions. If your teacher isn’t present when you have a question, **NOTE THE QUESTION** and **MOVE ON** until he or she arrives.
- You must have a **DOCTOR’S NOTE** to miss an exam; other excuses will result in a **ZERO** score on your exam. **MAKE-UP EXAMS** will be held on Thursday, June 6th, from 1:45 – 3:45 p.m. or Friday, June 7th, from 11:00 – 1:00 p.m. if a doctor’s note has been provided. If you miss an exam, you must come to the Upper School office at 1:45 p.m. on Thursday or 11:00 a.m. on Friday. You will not get a reminder. If you do not take a make-up exam, a zero will be posted for your grade.
- Be sure your family has made **TRANSPORTATION ARRANGEMENTS** for every exam day. (Note: On Wednesday, we will dismiss at 1:00 p.m., which is earlier than usual and on Thursday, we will dismiss at 1:00 p.m., which is a little later than usual.) No student is permitted to remain on campus unattended; you must be in supervised settings at all times. In addition, no senior exempt from an exam is permitted on campus during that exam session if he or she is not taking the exam.
- **STUDY HALL:** Students must report to their mentor group settings after the first examination period, 10:30-10:55 a.m., for a snack and rest/study break, on Wednesday and Thursday.
- **LUNCH:** There will be regular lunch service at normal times on Monday and Tuesday of exam week. There will be no lunch provided on Wednesday and Thursday since dismissal is at 1:00 p.m. both days. Students who will be in Extended Care on those days should bring a bagged lunch.
- **CHAPEL:** There is no chapel service scheduled for Thursday. Students do not need to wear chapel dress.

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EXAMINATION / COMPREHENSIVE TEST SCHEDULE

This is an overview of the week. Detailed schedules will be posted in the hallways and teachers will announce these to students so that they know where their class will be assembling for each examination session. Students should arrive on time on Wednesday and Thursday, by 8:05 a.m. to prepare for the first examination session beginning at 8:30 a.m. Note: If a student does not have a particular exam in one of the designated times, he should not report to school at that time.

Monday, June 3, 2019

Regular Classes

Tuesday, June 4, 2019

Regular Classes

Bible 11 Exam

Wednesday, June 5, 2019

8:30-10:30 All Math Exams and History 10

10:30-10:55 Mentoring Group Study Hall

11:00-1:00 English for Grades 6 and 7, English 9/10, English 11 and Honors English 11, English 12 and Honors English 12, and Honors Anatomy

1:00 Dismissal

Thursday, June 6, 2019

8:30-10:30 Bible for grades 6 and 7, History 8, Bible 9, Bible 10, and AP and Regular U.S. History

10:30-10:55 Mentoring Group Study Hall

11:00-1:00 Spanish 1 and 3, French 1 and 3, Honors and Regular Chemistry, Honors and Regular Biology, and Senior Seminar

1:00 Dismissal

Friday, June 7, 2019

8:30 Awards Chapel (Chapel dress), followed by Mentoring Time for Grades 6 - 7