

# Monument Academy High School

## Semester Final Exam Information (December 2022)

Dear High School Families,

Next Monday will begin our finals week, and this is a critical time for your child to demonstrate the knowledge and skills developed over the course of this semester.

As a reminder, high school semester exams are summative assessments of a student's learning over the course of the last few months and are designed to be comprehensive and rigorous.

Please take time this week to have a conversation with your child about the below exam schedule and their individual study plan. This weekend will provide a valuable opportunity for your child to bring home binders, organize returned papers and tests, develop a study plan, and begin preparing for next week's exams.

Semester grades will be finalized this month and entered on permanent transcripts, therefore next week presents the final opportunity for students to raise their grades.

Please see below for detailed information about semester final exams.

### 1. Semester Exams

- a. Carefully review the exam schedule below and ensure you and your child are fully aware of the dates for their exams.
- b. Each day, including Thursday, will consist of a full 7-period schedule with normal class times. Academy Time will be offered each day, M-Th, as an independent study period.
- c. Elective classes (ex: gym) are not required to give a final exam.
- d. No student should have more than two final exams or projects due on one day.
- e. If your child reports to you that they have more than two exams in one day, please work with one teacher to reach a consensus on an alternate exam schedule.
- f. ***Any requests for an early final exam (ex: family travel) must be precoordinated and approved by the principal.***

### 2. General Guidelines for Exams

- a. **Extended time**
  - MA will comply with all exam accommodations (students on an IEP, 504, or MTSS plan).
  - An extended time location will be established in an alternate room and proctored by a staff member.
- b. **Academic Integrity**
  - **The prevention of cheating is very important on exams, as a zero on an exam could fail some students for a course.**
  - No cell phones or smart watches are permitted in classrooms, and any use of those devices during a final exam will result in confiscation of the exam and a potential zero grade.
  - Students must take seriously the expectations and guidelines for academic integrity. Please discuss with your child and help us maintain secure testing environments.
- c. **Dress Code**
  - Standard school dress code will be enforced during semester exam week
  - A student who is out of dress code during exams may not take the exam until they are complying.

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### 3. IC Portal, Schedule, and Report Cards

- a. **The IC student and parent portals will close on 12/9/22 and re-open on 1/3/23.** This will provide teachers the opportunity to enter grades and missing assignments. During this period, parents and students will not be able to view their grades.
- b. First Semester ends on Thursday, December 15.
- c. If a student earns a failing grade for the semester, the teacher will notify the parent via email.
- d. Infinite Campus will be the source for the final accurate and definitive course grade. Parents and students will be able to view their first semester summative course grade in IC on January 3<sup>rd</sup>. Hard copy report cards will be sent home during 7<sup>th</sup> period on Friday, **January 6**.

### Semester-1 Final Exam Schedule (High School)

Monday 12/12	Tuesday 12/13	Wednesday 12/14	Thursday 12/15	Friday 12/16
History (non-AP)	Math	English	Science	Teacher Workday
Art	Language	AP U.S. History	Psychology	

Thank you for trusting us with the education of your children. We know you have many choices of where your children attend school, and we are pleased you have selected Monument Academy.

All my best,

*David W. Kennington*

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Principal  
Monument Academy High School