

Berlin High School
2019-2020 Mid-Year Examination Schedule

| <i>Exam Times</i> | Tuesday January 21 | Wednesday January 22 | Thursday January 23 | Friday January 24 |
|--------------------------|-----------------------|-------------------------|------------------------|----------------------|
| 7:25- 9:20 | Period 1 | Period 3 | Period 5 | Period 7 |
| 9:20- 9:35 | Break | Break | Break | Break |
| 9:35-11:30 | Period 2 | Period 4 | Period 6 | Period 8 |

Teachers:

- If there are any teacher requests for testing site changes, please contact Mrs. Ventura.
- During exam week, teacher arrival and dismissal times are the same as they are throughout the year.
- Teachers are to provide their department supervisor with exam copies prior to the scheduled exam date.

Students:

- Students are obligated to report to school only if they have an exam. Students may leave immediately following their last exam on all exam days. Those students who do not wish to report to study in the Library Media Center or Cafeteria must leave the building. *Once students leave the building, they are not allowed to return on that day.* No one is allowed to roam around or wait in the building during exam times.
- **Students who arrive late to school will not be allowed into the exam room.** Students will need to wait in the lobby and will be escorted to the Library Media Center or Cafeteria for the duration of the test period.
- Attendance is required at exams and students are to remain for the entire period. Each examination period is 115 minutes in duration. Students cannot leave the classroom until the end of the exam period. A parent dismissal call or note is not allowed during exams.
- All students and classes will have formal exams (related activities are possible, but they must be approved in writing, in advance, by the principal or designee, prior to January 16th). Physical education classes do not meet for exams.
- Absences must be called in by parents on the day of the absence. In addition, to receive make-up privileges, students must submit a parental note directly to Mrs. Maio or Mrs. Ventura on the day following the absence. Mrs. Inzero will provide teachers a list of students eligible to make up exams.
- Students will typically take their exams in their regularly scheduled classroom.

Potential Events and Modification to the Exam Schedule

Early Release

If there is an early release on any exam day, there will be no impact on the exam schedule.

Delay (example)

If there is a delay on the first day of exams, students will arrive to school for a 9:25 start. Only the originally scheduled Period 2 exam will be given. Provided that there are no other snow events, the remainder of the exam schedule will be:

DELAY EXAMPLE

| <i>Exam Times</i> | Tuesday January 21 | Wednesday January 22 | Thursday January 23 | Friday January 24 | Monday January 27 |
|--------------------------|-----------------------|-------------------------|------------------------|----------------------|----------------------|
| 7:25- 9:20 | Delay | Period 3 | Period 5 | Period 7 | Period 1 |
| 9:20- 9:35 | | Break | Break | Break | XXXX |
| 9:35-11:30 | Period 2 | Period 4 | Period 6 | Period 8 | XXXX |

Cancellation of School (example)

If school is cancelled on an exam day, exams would be postponed to the next school day. Provided that there are no other snow events, the remainder of the exam schedule would be:

SCHOOL CANCELLATION EXAMPLE

| <i>Exam Times</i> | Tuesday January 21 | Wednesday January 22 | Thursday January 23 | Friday January 24 | Monday January 27 |
|--------------------------|-----------------------|-------------------------|------------------------|----------------------|----------------------|
| 7:25- 9:20 | Period 1 | School Cancellation | Period 3 | Period 5 | Period 7 |
| 9:20- 9:35 | | | Break | Break | |
| 9:35-11:30 | Period 2 | | Period 4 | Period 6 | Period 8 |

Multiple Snow Events

If there are multiple snow events that occur during exam week, staff and students will be updated with information via School Messenger.