

OAK PARK AND RIVER FOREST HIGH SCHOOL

Second Semester Final Examinations

GENERAL

Following the completion of the second 9-week grading period on May 30, 2008, final examinations for non-seniors for the second semester of the 2007 - 2008 school year will be given on Monday, June 2, Tuesday, June 3, and Wednesday, June 4. (Final examinations for seniors only will be given on Thursday, May 29, and Friday, May 30. Please see the accompanying "Senior" memo for information regarding second-semester senior final exams.)

During the three examination days, there will be no regular schedule of classes. Instead, classes will meet for finals according to the following schedule:

<u>Bell Schedule</u>	<u>June 2 (Mon.)</u>	<u>June 3 (Tues.)</u>	<u>June 4 (Wed.)</u>
8:20 - 9:40 a.m.	1	2	3
10:10 - 11:30 a.m.	7	8	6
12:00 - 1:20 p.m.	4	5	Makeup

1. Non-senior students must be in attendance for their assigned final examination period during exam week. Teachers should plan accordingly.
2. Do not allow any early dismissal of students. Students must remain in the testing room for the entire 80 minutes even if they complete their examinations early. Early dismissal of students compromises the quiet testing atmosphere.
3. Late Arrivals: Students must arrive within the first 10 minutes of their scheduled exam period, and security personnel will send the student directly to his/her classroom. Students who arrive after the first 10 minutes of the exam period may go to the South Cafeteria, to the Bookstore if they have business to take care of, or they must leave the building until the exam period has ended. NOTE: During the third exam period on each day, there is no waiting area. Students who arrive after the 10-minute limit for the third exam must leave the building immediately.
4. Students with excused absences who miss an examination are expected to contact the teacher to arrange to take a makeup exam.

Food Service:            South Cafeteria hours for students:  
June 2 and 3: 7:00 a.m. – 12:00 p.m.  
June 4:            7:00 a.m. – 10:00 a.m.

SENIOR MEMORANDUM

Seniors scheduled to take second semester examinations in any of their classes will take those examinations on the **last two days of the fourth quarter:** Thursday, May 29, and Friday, May 30. Furthermore, teachers of AP courses are not required to administer final exams on these last two days, **although senior attendance is required.** Seniors are expected to attend all classes on the last two days of the semester, regardless of whether or not the class is giving a final exam. Attendance will be taken in all classes on Thursday, May 29, and Friday, May 30.

1. Seniors with excused absences on either of the last two days of the semester are expected to call their teachers to schedule a makeup exam. (If a senior is unable to contact a teacher, the student should contact his/her counselor.)
2. **All senior makeup final exams must be completed by 9:40 a.m. on Monday, June 2.** Except in cases of extenuating circumstances, failure to complete exams by this deadline could result in the senior receiving failing grades for missed final exams.