

Jamestown High School
Final Test Schedule
January 9th – 12th, 2024

Tuesday, January 9th

Period 6 Final Test	1:30 - 2:55
Study Sessions/Make up Tests	3:00 - 4:00 <i>(make up tests must be approved and pre-scheduled)</i>

Wednesday, January 10th

Period 3 Test	9:40 – 11:05
Lunch	11:05 – 12:20 (hall supervision help needed) Seniors Released 11:00. Juniors Sophomores and Freshman 11:05)
Period 4 Test	12:25 – 1:50
Study Sessions/Make up Tests	2:00- 3:25 <i>(make up tests must be approved and pre-scheduled)</i>

Thursday, January 11th

Study sessions - Make Up Tests	8:00-9:25 <i>(make up tests must be approved and pre-scheduled)</i>
Period 2 Test	9:40 – 11:05
Lunch	11:05 – 12:20 (hall supervision help needed) Seniors Released 11:00. Juniors Sophomores and Freshman 11:05)
Period 5 Test	12:25 – 1:50
Study sessions/Make Up Tests	2:00 -3:25 <i>(make up tests must be approved and pre-scheduled)</i>

Friday, January 12th

Study sessions - Make Up Tests	8:00-9:25 <i>(make up tests must be approved and pre-scheduled)</i>
Period 1 Test	9:40 – 11:05
Lunch	11:05 – 12:20 (hall supervision help needed) Seniors Released 11:00. Juniors Sophomores and Freshman 11:05)
Period 7 Test	12:25 – 1:50
Study sessions/Make Up Tests	2:00 -3:25 <i>(make up tests must be approved and pre-scheduled)</i>

Test periods can be divided up into two parts, review activity and the actual final. Teachers are to use their own discretion as to how long to allow for the final assessment. **ALL STUDENTS ARE TO REMAIN IN THE CLASSROOM UNTIL THE END OF THE TEST PERIOD. Extra time can be provided for students between tests at teacher discretion.**

Texts – Students need to turn their books in prior to testing. NO TEXT-NO TEST!! Any damage should be reported and fines/repairs taken care of prior to testing. **You should check texts a few days early.**

Remember that **final summative assessments are to be given in all classes and all students are to take final assessments. If the final assessment is to be given early a request can be submitted to Mr. Heinert to discuss how the instructional time will be used. All students still must be here for the scheduled instructional time as a time for retake, review, final reflection, peer review, exhibiting/presenting work, presentations of learning outcomes, or instruction.** Students are to be present for these instructional periods in which they have a “for-credit” class. Study hall students do not have to be present.

Students who still have time to make up are NOT to take finals. Students who have an incomplete grade are not to take finals. They should be in your class during the test and should be instructed to bring reading/study materials. If the student will pass, make arrangements for when time will be made up but don't give the test until you receive clearance from Mr. Bata.

Teachers should contact the attendance office (extension 4001) **if a student is absent for a final period** and make a call to the student to make arrangements to make up a final that is missed for any reason.

Tones will be turned off during final tests. Students must have taken care of their library obligations **BEFORE** they are allowed to take their finals.

Supervision – Please make sure if you don't have tests to stop in and out of the hallways supervising during testing. Students should be in the library (quiet place) or the commons during periods when they don't have a test. When possible, we will open the gymnasium for breaks. They may choose to leave campus if they wish. The hallways and parking lot are not options during testing.

Grading – The **final grade** is computed by counting each quarter grade as 40% and the final assessment 20%. Factor letter grades to arrive at the final grade, or use percentages if it benefits the student's final grade. ***YOU NEED TO REVIEW GRADES CAREFULLY BEFORE GRADES ARE STORED. DON'T RELY ON THE COMPUTER TO DO THE RIGHT THING FOR THE STUDENTS' GRADES.***

Review the incomplete protocol in the Planner. Grades will need to be stored by Tuesday January 18th at 4:00pm.