

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

MID-TERM AND FINAL EXAMINATIONS - CRANFORD HIGH SCHOOL

Areas to be Tested

1. Mid-Term and Final Examinations will be given in full year courses in the following departments: Business Management and Information Systems, Language Arts, Mathematics, Science, Social Studies, and World Languages.
2. Final exams will be given in all semester courses in the same departments.
3. In the remaining departments: Applied Technology, Family and Consumer Science, Fine Arts, Music, and Health and Physical Education, mid-term and final examinations are optional at the discretion of the department supervisor. However, if examinations are given in any section of a course, they must be given in all sections.

Test Preparation

1. Teachers are to prepare copies of the examination and submit the copy to the department supervisor for approval at least one week prior to the scheduled examination.
2. If more than one teacher is teaching the same course, the teachers shall meet to develop a uniform examination. All involved teachers shall have input into the test development and there shall be agreement on the final form. This shall be submitted to the department supervisor for approval at least one week prior to the scheduled examination.

Final Grade Determination

1. Full year course without a mid-term or final examination:
Each Marking Period 25%.
2. Full year course with final examination:
Each Marking Period 20%
Mid-Term 10%
Final 10%
3. Semester course without a final examination:
Each Marking Period 50%
4. Semester course with a final examination:
Each Marking Period 40%
Final 20%

General Regulations

1. Once approved by the department supervisor, multiple copies can be prepared for the teacher with

due regard for security.

2. All examinations must be graded, returned to students and reviewed prior to the end of the course. After review of the test in class, the completed papers are to be returned to the teacher and kept on file for a period of one (1) year.
3. When multiple teachers are involved in an examination, a common scale shall be determined for all tests and agreed to by the teachers involved. If no common agreement can be reached, the judgment of the department supervisor is final.
4. In-class review for mid-term final examinations is optional with teacher. However, if a teacher chooses to review during class time, a maximum of two (2) class days review for a semester length course is permitted. For full year course three (3) days of review is permitted.
5. Completed grade distribution reports shall be submitted to the principal. ~~Director of Curriculum and the Chief School Administrator.~~

Senior Exemptions from Final Examinations

Any Senior student in a semester course who has a grade average of 90 or higher will be exempt from taking the final examination in that particular course. If an exempt student chooses to take the final examination, the grade attained will be used to determine his/her final grade.

Any Senior student in a full-year course who has a grade average of 90 or higher will be exempt from taking the final examination in that particular course. If an exempt student chooses to take the final examination, the grade attained will be used to determine his/her final grade.

This Regulation revised and placed in effect: June 29, 1998
Revised: