

Exam Exemptions

The decision to allow exam exemptions is left to each individual teacher. If exemptions are to be allowed, the following are the requirements that must be met:

1. Students must be notified in the course syllabus as to the class's exemption policy - either the class will or will not allow exemptions.
2. Exemptions are allowed for both single semester classes and whole year classes. Teachers of year-long classes have the option of allowing exemptions for either semester or both semesters.
3. Student's name needs to be submitted for review through your CAP teacher 1 week before the first day of exams
4. The maximum number of exam exemptions that may be earned are shown in Table 1 below by grade and semester:

Table 1: *Maximum Allowed Exam Exemption by Semester*

GRADE	SEMESTER 1	SEMESTER 2
9	0	1
10	1	1
11	2	2
12	2	All for which the student qualifies

Criteria

1. Grades:
 - a. Must have a "B+" going into the exam for the semester grade.
 - b. There is no quarter minimum grade. If a student has a "C" in the first quarter and an "A" in the second, they meet the grade criteria.
 - c. All students in all AP Courses who take the AP national exam have the option of exempting the second semester final exam as long as they meet the criteria listed below with one exception - they must have a "C" grade for the semester heading into the exam rather than a "B+"
2. Absences:
 - a. Excused absences (illness, excused without reason, etc...) must be no more than 5.
 - b. School-based absences (field trips, sports, etc...) do not count against the student.
 - c. No unexcused absences.
3. Tardiness:
 - a. No more than 5 unexcused tardiness for the semester (5 total, NOT 5 per class)
4. Administrative Discipline:
 - a. No suspensions

If a student does not meet the above criteria they may submit a written appeal explaining why they do not qualify and why they believe they should still be allowed to exempt a final. Appeal forms can be picked up in the main office and must be submitted no later than 3 days before the first final.