

Guidelines for Examinations at the High School Level 6180.11 (R)

I. GOALS

1. To measure the extent to which a student has met the minimum requirements for the course.
2. To expose students who are going to further their education to examination situations.

II. OBJECTIVES

1. To measure the long-term retention of course content as it reflects the course objectives.
2. To organize what is most important from scattered materials into a meaningful whole, stressing relationships and giving perspective concerning what has been accomplished.
3. To back up generalizations with details and/or develop generalizations from factual data.

III. PROCEDURES

A. The relationship between exams and course learner objectives.

1. The exam should reflect the course learner objectives.

B. The value in terms of grade weight to be given to exams.

1. The weight of final exams should generally be between 10-20% of the cumulative final grade, depending on whether the subject is academic or non-academic.
2. A special location on the report card should be reserved to this grade, and this will be done on a trial basis for one year, and will be reviewed by administration.

C. Formats permissible for exams (other than paper and pencil tests).

1. Lab practicals
2. Oral (must be structured)
3. Projects
4. Suitable demonstrations

D. Departmental teacher discretion in administering or not administering exams.

1. All teachers must give a final exam to students during the time scheduled.
2. Teachers may choose to utilize alternate forms of evaluation such as projects and speeches.
3. If specific circumstances dictate that an exam not be given, this decision must be approved by the principal.

E. The process to be used in the development, review and approval of the exams.

1. Development - Teacher's exam to reflect goals and objectives of the course.
2. Review and Approval - The department chairperson will review and approve one week before exam date.
3. An examination may not be given without prior department chairperson approval. Only the exam as approved by the department chairperson is to be administered.

F. That the mid-term exam schedule operate within the regular class time.

1. Exams to take place during the regular period schedule and be cumulative for the terms one and two, at the discretion of the teacher.

G. These procedures to be reviewed and modified as required.

H. Tests and other vital instructional activities during the high Jewish holidays should be avoided.

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