

# 2016 - 2017 SEMESTER EXAM EXEMPTION FREQUENTLY ASKED QUESTIONS

1. What is the purpose of the Semester Exam Exemption Guidelines?

*The purpose of the Semester Exam Exemption Guidelines is to provide an incentive for students to strive for a high level of academic achievement and to improve attendance.*

2. Can a student exempt Pre-AP, AP or Dual Credit courses?

*Students may exempt a Pre-AP exam either semester providing they meet all qualifications. Students may not exempt an AP exam first semester as it is important for AP students to experience AP testing rigor prior to sitting for an AP exam. Exams in Dual Credit courses may not be exempted either semester.*

3. Do teachers have the option of not granting exemptions to any of their students?

*No, for consistency and equity across the District, all eligible students are to be granted exemptions.*

4. What counts as an absence for purposes of an exemption?

*Any excused or unexcused absence counts for determining whether a student is eligible for an exemption. Extenuating Absences ("X" coded days) do count as absences toward exemptions, but may be appealed to a review committee. The review committee should consider documented serious illnesses, hospitalizations or a death in the student's family as appealable circumstances for an exemption.*

5. Are students who are assigned to ISS II allowed to exempt exams?

*No, a student assigned to ISS II for a discipline infraction is not eligible for exemptions.*

6. Are students who are exempt from an exam required to attend on the exam date?

*Yes. Students must be present in class on the exam date even if they are exempt. Campuses may choose to provide alternative activities for exempt students.*

7. What is the consequence if a student is absent from an exempt class on the exam date?

*If the absence on the exam date exceeds the allotted number of absences allowable for the student's semester course average, the student will be required to take a make-up exam that will be computed in the semester average. If the absence does not exceed the allotted number of absences allowable for the student's semester course average, there is no consequence.*

8. What is the standard of behavior for an exemption in any class?

*The standard for acceptable behavior for an exemption in a particular class is that the student must not have a "U" in conduct for the previous or current grading period as documented on a report card or progress report. The student is not eligible for any exemptions if he/she has been suspended or sent to an off-campus alternative setting.*

9. How many classes can a student exempt?

*Students may exempt no more than three classes each semester, except for AP classes semester one.*

10. Can a student choose which classes to exempt?

*The student may choose which classes to exempt.*

11. Can the campus administration mandate that no exemptions will be given to any students?

*No, it is not the prerogative of the administration of a particular campus to mandate a prohibition on all exemptions.*

12. Do all teachers have to give a semester examination?

*All teachers must give some kind of assessment on the assigned exam date for a class. The assessment does not have to be a pencil and paper test, but may be an oral presentation, a performance, a portfolio assessment, or other measure of academic progress.*

13. May a teacher exempt all the students in a class?

*No, there are no blanket exemptions. Only those students who are eligible for exemption according to the Exam Exemptions Guidelines may be exempted.*

14. May teachers give all or part of an exam earlier in the semester?

*Part of the semester exam may be given earlier in the semester. For example, students could write an essay in class the week before the exam date. That essay may count as part of the exam that is completed on the exam date by non-exempt students. However, the grade on the essay earned by an exempt student may only count as one of the nine-week grades and may not be recorded a semester exam grade.*

15. What if a student turns in his/her exemption form later than the deadline?

*Students who do not turn in the exemption form by the stated deadline are no longer eligible for exemptions.*

16. What recourse is there to a student and/or his/her parents/guardians if they feel that an exemption has been unfairly denied?

*A student and/or his/her parents may appeal to the review committee by completing the appeal form and submitting it to the review committee by the deadline. The review committee will approve or deny the appeal within three school days. If the review committee denies the appeal, that decision may be appealed through the District Board Policy FNG (LOCAL).*

17. Can the District provide teachers with a summary report indicating student attendance, grades by class, and the classes exempted the first semester?

*Yes. The District will provide this data for all teachers.*

18. Can a student exempt the semester exam(s) for the same class(es) for both semesters?

*Yes. The exemption guidelines allow for a student to exempt the same course both semesters as long as the course is not an AP course. Students may only exempt AP courses in the second semester.*

19. Who enters the exemption for students?

*The Data Processor or other designated person enters the exemptions into the NEISD computer system (Mainframe) after an administrator has approved the exemption request forms.*

20. Must 18-year-old students obtain a parent signature on the exemption form?

*No.*