

First Semester Final Exam Exemptions

Cambridge High School's [Final Exam Exemption Incentive](http://www.cambridgehs.org) can be found at www.cambridgehs.org, About, Academics. Students must meet all qualifications of the exemption policy at the time they make their exemption request.

- Final Exam Exemption request window opens:
Now open
- Final Exam Exemption request window closes:
Monday, December 3, 2018
- Students who are approved for final exam exemption are notified by the teacher (for the exam they have requested to exempt):
Wednesday, December 12, 2018

The Final Exam Exemption process consists of two steps:

1. Completing the appropriate grade-level Final Exam Exemption Request form at www.cambridgehs.org
Students will need to read the instructions carefully. Students eligible for multiple exemptions will complete a form for each final exam they are requesting to exempt.
2. Completing a Parent/Guardian Approval Form. The Parent/Guardian Approval Form can be completed:
 - Electronically using www.zippslip.com by 4:00 pm, December 3,
(If you do not have a parent account, you can set one up from the front page of ZippSlip)
 - Download the form at www.cambridgehs.org, and returning it to the front office by December 3,
or
 - Pick up a hardcopy form from the front office, sign, and return to the front office by December 3.

Students are expected to maintain their qualification for exempting a final exam through the final exam period. If at any time a student no longer qualifies, he/she will be notified by their teacher or administrator and may not exempt the final exam(s). The final exam exemption incentive includes the following qualifications.

- Five or fewer absences (excused and unexcused) per semester, in the class a student wishes to exempt the final exam
- OSS counts toward absences
- Average ≥ 70 , in the class the student wishes to exempt
- Students who exceed five absences can still exempt with an average of 90 or above, in the class they wish to exempt
- Only one absence from GROWL for the year (9th grade)

View the entire Final Exam Exemption Incentive [here](#).

1st Semester Final Exam Schedule

Schedule for Monday, December 17 (full academic day)

1st period	1st period final exam	8:20 – 10:25 am
2nd period		10:35 – 11:20 am
3rd period		11:25 – 12:10 pm
4th period		12:15 – 1:00 pm
5th period		1:05 – 1:50 pm
6th period		1:55 – 2:40 pm
7th period		2:45 – 3:30 pm

	Tuesday, December 18	Wednesday, December 19	Thursday, December 20
8:20 – 10:25 am	3rd period final exam	4th period final exam	5th period final exam
10:25 – 10:40 am	Break	Break	Break
10:40 – 12:40 pm	2nd period final exam	6th period final exam	7th period final exam

Note: The cafeteria will have lunch available for students after the last exam period on Wednesday, Thursday, and Friday. Buses will depart at 12:45pm.

Late Check-in Guidelines – Tuesday, Wednesday, Thursday

The first exam periods on Tuesday, Wednesday, and Thursday (December 17-20) are also lunch periods. During lunch periods, students who have lunch will remain in the cafeteria and will use the time to study for final exams.

Your student may arrive late rather than attend during his/her lunch period. If your student is arriving late on one of the half-day final exam days, he/she must arrive by 10:35 am. Students arriving late will remain in the cafeteria until it is time to move to the 10:40 am exam. Students riding in car pool must enter through the cafeteria doors on the north side of the building (facing Kings Ridge). Student drivers must enter through the cafeteria doors. Do not drop your student off at the front doors as they will be directed to the cafeteria side entrance. Students cannot be in the academic halls during testing.

Missed Exams

Students are expected to be present and on time on all testing days. If a student must miss a final exam due to illness, the parent/guardian must call the Attendance Office on the day of the absence in order for the student to take his/her exam on the make-up days. If the Attendance Office is not alerted, the absence will be considered unexcused.

All other missed exams must receive prior approval by the student's grade-level administrator. To obtain approval the parent/guardian should email the administrator by Friday, December 14. Please include the date(s) to be missed, the subject name(s), the teacher name(s), and reason for the missed exam.

- 9th Grade: Ms. Toomer – Toomer@fultonschools.org
- 10th Grade: Mr. Maize – Maize@fultonschools.org
- 11th Grade: Mr. Peterson – PetersonJ1@fultonschools.org
- 12th Grade: Ms. Beard – Beardj@fultonschools.org

Make up exams will take place in the Student Center and will occur on:

- Thursday, January 3, 8:30 am – 3:00 pm
- Friday, January 4, 8:30 am – 3:00 pm

Checking Students Out

Students will not be allowed to check out while exams are in progress. Classrooms cannot be disturbed, and students will not be allowed in the academic halls. For a student to check out prior to the end of the day (during non-exam times), please have your student bring a note to the Attendance Office at the beginning of the school day. Due to the volume, the Attendance Office cannot accept emails or phone calls at check-out time.