

**Sydney Academy  
HIGH SCHOOL  
EXAM EXEMPTION POLICY**

September, 2018

**Criteria for Qualifying:**

Students may be eligible to be exempt from one scheduled examination per semester Grade 9 students may only be exempted for June exams. Unscheduled exams and “process” exams are not included. Students cannot be exempt from English or Math exams from Grade nine to grade twelve. This applies to all math and English exams. An exam exemption will only be granted once for any course that is taken at different grade levels (e.g. If an exam exemption is granted in Chemistry 11 then Chemistry 12 can not be exempt.

1. A student who has **any absent without notification (A)** in any course may not be considered for an exemption. Students who accumulate **6 Absent with notification (AWN)** in a class are ineligible for an exam exemption in that class. **(Please note that family trips, dance competitions, do not qualify as excused absences)**

2. A student who has had a **school suspension** does not qualify for the Exam exemption. A student who has had behaviour referrals to the office may be denied exam exemption. Teachers have the discretion to refrain from signing an exam exemption form for chronic learning disruptions in the classroom (ie; chronic cell phone use).

3. In order to qualify for an exemption, the student must have completed all major assessment components for each of the courses in which she/he is enrolled. What is considered a “major assessment component” will be determined by the subject teacher, department head and school administration where necessary. An exam exemption form must be signed by all of the student’s teachers to confirm that all major assessments and tests have been completed.

4. A student cannot be exempt from any NS Provincial exams, Common Board Exams, NS Virtual School exams, NS Dept. of Education Correspondence exams, IB or AP exams, vocational exams, in a course that the student is at risk of failing or if the student is at risk of failing more than one course.

5. Grade 9 students will have a chance to qualify for exam exemption in June. Grade 9 students can not miss more than **12 AWN’s** in English and Math over the entire school year and **6 AWN’s** in Science, Social Studies and French. Grade 9 students would only be eligible for the exam exemption for June exams.

6. The final decision on all exam exemptions is at the discretion of the Principal.

7. A Grade 10-12 student shall not accumulate any more than:

**6 AWN’s** in any one credit course in which the student is enrolled within any one semester(class meets every day);

**6 AWN's** in any one credit course in which the student is enrolled for the full year (class meets every second day);

**6 AWN's** in any combined half credit courses in which the student is enrolled within any one semester;

**12 AWN's** in any one vocational course in which the student is enrolled within any one semester.

**6 lates/leave early** in total from all courses in one semester.

\*(Math 10 is a 2 credit course and will be treated as one course each semester).

8. School related activities (ACT) do not contribute to the loss of an exam exemption.

**Note: Parents/guardians must phone the school or submit a written note within 5 days to excuse an absence in order to ensure it is recorded as AWN. It is important that students and parents/guardians closely monitor attendance.**

### **Procedure & Timeline:**

Prior to the end of the semester's regularly scheduled classes, a list of all students eligible for exam exemption and an application for an exam exemption will be available students.

The exemption application form will indicate which exam the student is proposing to exempt. It must be signed by all of the student's teachers to confirm that all major assessments have been completed, and be signed by the student and his/her parent/guardian.

Note: Exemption eligibility will also be subject to the return of all outstanding textbooks.

Additionally, to ensure that a student keeps his or her exemption eligibility, submission of exemption forms must adhere to deadlines.

On or before the last week preceding exams, the final list of students approved for an exam exemption will be posted. After this time the school may revoke an individual's exemption for any exceptional circumstance. Students must attend all classes until the end of the semester or the exemption can be revoked.

**\*\*\*\*\*Reminder: It is the student's responsibility to regularly monitor his/her attendance in Power School to ensure accuracy. Changes will not be made after the 5 day reporting period.**



