

1<sup>st</sup> reading: March 14, 2018  
2<sup>nd</sup> reading: April 11, 2018  
Adoption: April 11, 2018

Domain: Procedural

**Policy: Semester Exam Policy**

The follow guidelines shall be used regarding semester exams:

- All teachers will give exams in all classes. Where appropriate, (e.g. CTE classes), teachers may require the completion of a project instead of a written exam. This must be approved in advance by the CTE Coordinator. All other departments (Performance Arts, etc) must have pre-approval from the administration before using a project for a final exam.
- Semester exams will count 10% of a student's final grade for the semester and must be entered in Infinite Campus under Semester Exam Grade.
- Teachers will follow the semester exam schedule set forth by administration/guidance.

(Note: In the event of a field test, in a given subject area, students will receive completion/participation grades as a summative assessment.)

**Teachers of dual credit classes shall defer to the semester exam policies that MSU and HCTC require.**

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