



**To:** All High School Staff  
**From:** Jonathan Paschal, Assistant Superintendent  
**Subject:** Exam Week – Common Mastery Assessments (CMA)  
**Date:** December 3, 2025

As exam week approaches, we want to ensure all staff are informed about the updated plans and procedures for administering Common Mastery Assessments (CMAs). This semester, CMAs will be held during the **EOC/CTE exam schedule** and will bring an increased number of students on campus. Please review the following details carefully to assist in planning and preparation.

## Why CMAs Matter

CMAs are a key tool in assessing and improving student learning. The results:

- **Identify Strengths & Weaknesses:** Highlight concepts mastered and areas needing focus.
- **Guide Instruction:** Support tailored teaching strategies.
- **Promote Growth:** Enable targeted interventions and enrichment opportunities.
- **Refine Curriculum:** Align plans with student needs and goals.

## CMA Details and Exemptions

- **Weight:** CMAs constitute **20% of the course grade**.
- **Exemption Guidelines:**
  - Exemptions reward students with strong attendance and academic performance.
  - **Not Exempt:** EOCs, CTE State Assessments, or performance-based assessments (e.g., AP, JROTC, Band).

## Eligibility for Exemptions

### Semester Courses

Students may be exempt from the CMA if they meet the following criteria:

1. **A Average:** No more than 4 absences.
2. **B Average:** No more than 3 absences.
3. **C Average:** No more than 2 absences.

### Year-Long Courses

Students may be exempt from the CMA if they meet the following criteria:

1. **A Average:** No more than 8 absences.
2. **B Average:** No more than 6 absences.
3. **C Average:** No more than 4 absences.

*Note: Absences include excused/unexcused except for field trips, religious holidays, and approved medical waivers.*

## Other

- District staff will **finalize exemption determinations** and share this with the principals and testing coordinators.
- Students may still elect to take the CMA to improve their grades. If taken, the exam grade will only count if it benefits their overall score.

## Planning for Increased Campus Activity

With CMAs coinciding with EOC/CTE exams, more students will be present on campus throughout exam week. Please ensure:

1. **Classroom Preparedness:** Confirm testing materials and logistics.
  2. **Supervision:** Coordinate hallway and common area monitoring to manage flow and behavior.
  3. **Support Services:** Communicate any needs for additional resources to administration.
  4. **Student Communication:** Reinforce CMA schedules and expectations during class time.
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## Additional Resources

For detailed assessment requirements, review the **BCS List of Assessment Requirements (25-26)** here: [Assessments List 2025-2026](#)

Thank you for your continued dedication to student success. Let's work together to ensure a smooth and effective exam week.