

Hoffman Estates H.S.

Student Final Exam Procedures

Second Semester 2024/5 - May 2025

Final Exam Procedures:

Do I have to go to all of my classes?

All classes with finals must meet during final exam days **except pre-approved courses, lunch and your scheduled academic intervention.** Students should communicate with their teacher to confirm their final exam schedule. Students that are absent from class without a valid reason will be considered truant and may receive a zero on the final exam. If you arrive late to school, please check in with the Intervention Office.

How do I reschedule one of my exams?

Only students who have three exams in one day may request to reschedule one of those exams. To change a final exam, students must see their administrator for the proper form, have it signed by their teacher, and return it to their administrator by Friday, May 16th. Rescheduled exams **will not** be scheduled prior to the date the exam is given in your scheduled class. Final Exams **cannot** be taken early.

Optional areas during final exams:

Students **may not** be in the halls during final exam periods. The following option areas are **open** during final exams:

- Media Center – **quiet study only**
- Cafeteria

Student absences during final exams:

All student absences during final exams must be coordinated with their administrator in the Intervention Office to determine next steps. Students may not arrange with teachers to take final exams early.

Finishing a Final Exam Early:

To avoid any disturbances, students will remain in their classroom until the end of the final exam period. Individual students will not be released early if they finish their test before the end of the period.

Students are not expected to be in the building if they do not have an exam.

Semester Exams May 2025

Wednesday, May 21, 2025

1A 7:30-9:00
2A 9:10-10:40
3A 10:50-12:20

Thursday, May 22, 2025

1B 7:30-9:00
2B 9:10-10:40
3B 10:50-12:20

Friday, May 23, 2025

4A 7:30-9:00
4B 9:10-10:40

Semester Exam Bus Schedules

AM pick-up is at your regular time only.

After Exam Buses:

Wednesday, May 21, 2025

1st Bus Dismissal – 10:40am
2nd Bus Dismissal – 12:20pm
Late Bus Run – 2:30pm

Thursday, May 22, 2025

1st Bus Dismissal – 10:40am
2nd Bus Dismissal – 12:20pm
Late Bus Run – 2:30pm

Friday, May 23, 2025

1st Bus Dismissal – 10:40am
Late Bus Run – 12:30pm

Test Make-Up

Test Make-Up will be open from 7:30am – 4pm on 5/21, 5/22 and 7:30-1pm on 5/23. Students can make up final exams they have missed due to an excused absence or as the result of an approved reschedule.

Extended Media Center Study Hours

Media Center hours for quiet study will be extended on the following dates:

**May 14 -15 – 3-8pm
May 19-20 – 3-8pm**