

MAHWAH HIGH SCHOOL
SEMESTER EXAMINATION PROCEDURES
2026-2027

SCHEDULE OF SEMESTER EXAMS:

January 25 (Day 1) and 26 (Day 2)	January 27 (Day 3) and 28 (Day 4)
Periods 2 & 3 Exams Periods 7 & 8 Exams	Periods 1 & 4 Exams Periods 6 & 9 Exams
Full Year Courses: No Major Projects, Written Assignments, or Cumulative Tests. Short quizzes permitted.	

***ALL TEACHERS:** To give students time to study for tests and semester exams, all written assessments, including common assessments, major assignments, research papers, etc. in full year courses must be scheduled to be completed/collected by **January 22nd**.

Senior Exemptions: Seniors with an academic average of 90.00 or above (no rounding of the final average) are eligible to be exempt from final exams in a semester course with teacher approval. Please be aware that senior students *are not exempt* from multi-period project-based final assessments, regardless of having an average of 90.00 or above. Students exempt from semester final examinations must report to the study hall that meets during that class period. Students are **NOT** approved for off-campus privileges during this class period.

Submit your exemptions to the Secretary to the Assistant Principal by **January 22nd**

- Open your gradebook
- In the top left hand corner where the drop down window says **MP4**, change it to **ALL** marking periods. All your grades will appear, as will an average grade.
- In the last column "Estimated Final Average" the **FIRST** number is the score that you should use to exempt a student. Example: 89.50/90.00 You use the 89.50 and do not round this number. This student would NOT be exempt.
- Print this page, only if there are students who you will exempt.
- Highlight the names of students who are exempt.
- Put **your name** and the **class period** on the page.
- Hand in to Carrie Robinson by **Jan 22**. If you need more time, please just let Mike know.

The name of seniors who are exempt will be forwarded to the appropriate study hall teachers. Students who are exempt are expected to report to study hall.

REALTIME TIP: When entering exam grades, use EX for students who are exempt.

Examination Expectations: Direct students to keep all books, bags, and backpacks closed and placed at the front of the classroom. The use of any electronic device (phone, smartwatch apple, etc), eating, drinking, and wearing hats are not permitted during the

testing. No one may leave the testing room without an escort while the exam is in progress. Report any instances of cheating. Call for assistance if a student is disruptive.

Absentees, Tardies, Cuts, Make-up, and Alternate Date Requests: Do not make individual arrangements for an alternate time to take the exam with students. Students with emergencies/conflicts should be directed to speak to the assistant principal. If a student is absent for an exam, place their exam in an absentee exam envelope and give it to the assistant principal. If the absence is verified as valid, the assistant principal will schedule a makeup for the student. The completed exam will then be returned to the teacher. Students who arrive late to an exam must complete the exam in the time that remains.

If a student cuts an examination, record a grade of “NG” (No Grade = zero) for the student’s exam grade.

If a student attends the exam, but turns it in blank, record a grade of “NW” (No Work = zero.)

Accommodating for IDEA / 504 / LEP Students: Students entitled to extended time will start their exam with their regular classroom teacher and must finish the exam **ON THE SAME DAY** (unless otherwise stipulated in their IEP or 504 plan) during study hall or Learning Strategies class (if they have one), or with the exam teacher after school. Please be sure to review and implement the testing accommodations as outlined in the student’s plan.

Procedures for Emergency School Closing or Delayed Opening

DELAYED OPENING In the event of a two-hour delayed opening on any exam day, students will arrive at 9:40 a.m. Due to the shortened periods on a delayed opening schedule, examinations will be scheduled for the next regularly scheduled class period.

SCHOOL CLOSING In the event of a full day school closing on any exam day, examinations will be scheduled for the next regularly scheduled full day of school when the class meets.

Note: First semester ends **Friday, January 29th.**

Second semester (3rd marking period) begins on **Monday, February 1st.**